



No. CDAGUW/IT&SW/27/HARD/2022

Dated:-08/02/2022

**CIRCULAR No. 19**

**Subject: Requirement of PCs, Printer and accessories.**

It is being informed to all sections of M.O as well as sub-offices under CDA, Guwahati organization that a review of requirement PCs, Printers and other peripherals may be done in respective sections (MO)/sub-offices and a consolidated demand may be forwarded to this office for consideration of the competent authority.

The demand for Hardware may be done as per the scales laid down for PCs and printers as stated below:

**PCs:**

IDAS to AAO =1:1

Staff

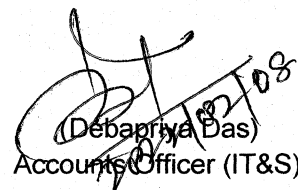
Working on Network based project =1:1

Working on non-Network projects =2:1

**Printers:**

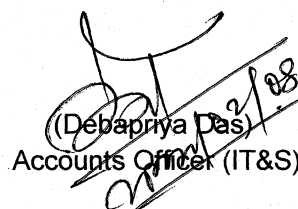
Since printers can be used in sharing basis in internet and intranet networking system, maximum utilisation may be done on sharing basis and where sharing not feasible standalone printer may be used.

It is also stated that the status of current IT hardware (CPU/Monitor/Printer/Server) and other computer peripherals may be provided as per Annexure I & II and consolidated demand of Hardware & computer peripherals may be forwarded to this office as per Annexure III by 28/02/2022 positively through e-mail id (cdaguwedp.dad@hub.nic.in). The demand may be placed as per the scales mentioned above for further action please.

  
(Debapriya Das)  
Accounts Officer (IT&S)

**Distribution:**

1. All Sections of MO CDA, Guwahati
2. AAO Shillong/ PAO (ORs) 58 GTC/ PAO (ORs) ARC, Shillong
3. All AOs/GE/AGE/CCE/AAO BSO
4. All LAOs/ALAOs/DEOs

  
(Debapriya Das)  
Accounts Officer (IT&S)

Office Name/ Section (M.O.) :- \_\_\_\_\_

**DETAILS OF CPU/MONITOR/PRINTER/OTHER PERIPHERALS**

Annexture-I

SI No.	Description of Hardware	Make	Configuration	Installation Date	Serial No.	Serviceable/Unserviceable
1						
2						
3						

**DETAILS OF PERIPHERALS**

Annexture-II

SI No.	Description of Hardware	Make	No of Items	Configuration	Serial No.	Serviceable/Unserviceable
1	External HDD					
2	Scanner					
3	Modem					
4	Router					
5	CD/DVD Writer					
6	UPS					

Signature of the officer-in-charge

