



रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी-781171

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS

UDAYAN VIHAR, NARANGI, GUWAHATI: 781171.

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

Dated:-12/10/2022

CIRCULAR No.108

Subject: Requirement of PCs, Printer and accessories-reg.

It is being informed to all the sub-offices under CDA, Guwahati organization that a review of requirement of PCs, Printers and other peripherals may be done in respective sub-offices and a consolidated demand in format enclosed may be forwarded to this office by 28/10/2022 for consideration of the competent authority.

The demand for Hardware may be done as per the scales laid down for PCs and printers circulated vide CGDA important letter no. EDP/960/IT/Road Map-2015 dated 17/12/2015 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 utilization may be done on sharing basis and where sharing not feasible standalone printer may be used.

It is also stated that the number of serviceable 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** 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.

Sd/-
(Dhiman Biswas)
Accounts Officer (IT&S)

Distribution:

1. All LAOs/ALAOs/DEOs
2. AAO Shillong/ PAO (ORs) 58 GTC/ PAO (ORs) ARC, Shillong
3. All AOsGE/AGE/CCE/AAO BSO

Dhiman Biswas
(Dhiman Biswas)
Accounts Officer (IT&S)

Office Name:- _____

DETAILS OF CPU/PRINTER/MONITOR/OTHER PERIPHERALS (Only Serviceable)

Annexure-I

| Sl No. | Description of Hardware | Make | Configuration | Installation Date | Serial No. |
|--------|-------------------------|------|---------------|-------------------|------------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |

DETAILS OF PERIPHERALS (Only Serviceable)

Annexure-II

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

Signature of the Officer-in-charge

Consolidated Demand of Hardware and Computer Peripherals

Annexure-III

Office Name/ Section (M.O.) :- _____

| SL No. | | Authorised Strength | Total Posted strength | No. of employees engaged in online IT System | No. of employees engaged not in online IT System | Requirement | | | Remarks |
|--------|--------------------------------------|---------------------|--------------------------------------|--|--|-------------|-------------------------|-------------------|---------|
| | | | | | | PC | Printer + Scanner (MFP) | Other Peripherals | |
| | IDAS to AAO/SAS App | | IDAS to AAO/SAS App | | | | | | |
| | Staff (Aud/clk/DEO/steno) except MTS | | Staff (Aud/clk/DEO/steno) except MTS | | | | | | |

Signature of the officer-in-charge