



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/2021

Dated: 26.04.2021

To

AAO Shillong/ PAO (ORs) 58 GTC/ PAO (ORs) ARC shilling  
All AOsGE/AAO BSO  
All LAOs/ ALAOs/ DEOs

**Subject :** Annual Stock Taking of Hardwares-reg.

It is being informed to all the concerned that after closing of FY 2020-2021 and beginning of FY 2021-2022 a customary stock taking is required to get pen-picture of the hardware assets in possession of all the sub-offices mentioned above under CDA, Guwahati. Since quite a few numbers of Desktop Computers, Scanners, Printers, Mouse & Keyboards etc. have been issued during the last FY 2020-2021 it is necessary to verify the present physical assets in possession of above said offices under CDA, Guwahati and reconcile it with the dead stock records maintained in CDA, Guwahati M.O.

In view of the above, it is requested to all concerned that the hardware assets details may be furnished in a prescribed format mentioned below via e-mail ([cdaguwedp.dad@hub.nic.in](mailto:cdaguwedp.dad@hub.nic.in)) by 31/05/2021 positively.

Sl No.	Hardware Name	Hardware Make	Quantity	Hardware Model No./Sl. No	Hardware specification	Functional/Non Functional
1	2	3	4	5	6	7

Please accord 'Top Priority'

Accounts Officer  
(IT&SW)