

Through E-Mail & WEBSITE



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: GAU/EDP/HARD/27/VOL.-IX

Dated : 17.07.2018

**IMPORTANT CIRCULAR NO: 37**

**Subject: DEMAND FOR COMPUTER HARDWARE ,STATIONARY AND PERIPHERALS**

It is to be brought to the notice of all addressee that as per the direction of Hon'ble CDA a comprehensive demand of computer hardware is required to be prepared at this end. In order to facilitate the specific requirement of all user , it is enjoined upon to all the officer-in-charge to place the demand for IT related equipment along with the justification of the requirement. It is also requested to provide the status of current IT hardware, stationary and peripherals along with the opinion of the service engineer, if possible, for better appreciation at this end.

As the demand needs to be consolidated, all the officer-in-charge are requested to forward the report within 13th August 2018, without fail.

A sample proforma is enclosed herewith which is only illustrative and not exhaustive. All the addressee are free to module the proforma as per their requirement please.

Communication in this regard may please be emailed in the email id of CDA GUWAHATI i.e. (CDA-GUW@NIC.IN) addressing to the officer-in-charge of EDP SECTION please.

Name of the office	PC,MONITOR,SCANNER, PRINTER, UPS, EXTERNAL DRIVE HELD	STATUS OF COLUMN B	NO OF OFFICER/STAFF POSTED	ADDITIONAL REQUIREMENT WITH JUSTIFICATION	NOTE FROM THE AMC VENDOR
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(Dr. K. Lalbari, IDAS)  
Asstt. Controller (IT)

**Distribution:**

01. Officer-In-Charge AAO Shillong
02. Officer-In-Charge PAO(ORs) 58 GTC Shillong
03. Officer-In-Charge PAO (ORs) ARC Shillong
04. All Local Audit Officers
05. All AO GEs/AAO GEs
06. All AO CCE Offices
07. All Asstt. Local Audit officers
08. All AAO BSOs