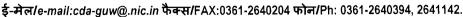


## रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी-781171

## OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS UDAYAN VIHAR, NARANGI, GUWAHATI: 781171.



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 facilititate 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	PC,MONITOR,SCANNER,	STATUS OF	NO OF	ADDITIONAL	NOTE
the office	PRINTER, UPS,	COLUMN B	OFFICER/STAFF	REQUIREMENT	FROM
	EXTERNAL DRIVE HELD		POSTED	WITH	THE AMC
				JUSTIFICATION	VENDOR

(Dr. K. Lalbiake) (Dr. K. Lalbiake) (Dr. K. Lalbiake) (DAS)

Asstt. Controller (IT)

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