

No: GAU/EDP/Stock Taking/2017-18

Dated : 10.01.2018

To

The Officer-In-Charge
Area Accounts Office
PAO(ORs) 58 GTC Shillong
PAO (ORs) ARC Shillong
All Local Audit Offices
All Assistant Local Audit Offices
All AO GEs
All AAO GEs

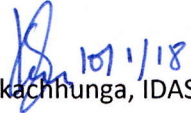
Subject: **Annual Stock Taking of Computer Hardware and Peripherals**

Please furnish stock position of Computer Hardware and related peripherals in the under-mentioned proforma for further necessary action at this end.

Sl No	Number of PC Held and Brand	No of Printer and Brand and Cartridge Used	UPS- Brand and Capacity	No of Scanner and Brand
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You are also requested to clearly specify whether the monitor held are belong to VGA Category or TFT Category. Any remarks by the Officer-In-Charge may please be categorically stated against each items please.

The report should reach the Officer-In-Charge EDP Section by the 2nd Week of February for consolidation at this end to prepare financial planning for the ensuing Financial Year by email in (cda-guw@nic.in).


(Dr. K. Lalbiakachhunga, IDAS)
Asstt Controller (EDP)