



O/o the Controller of Defence Accounts (R&D)
Kanchanbagh , Hyderabad - 500058
Phone : (040) 24347621/22 Fax : (040) 24347623
Mail: cdard-hyd.cgda@nic.in



No. OA/R&D/13507

Dated 19.05.2015

To

AO(R&D), NSTL
Visakhapatnam
AO (R&D), SBC
Visakhapatnam
AO(R&D), DMDE
Secunderabad

AO(R&D)
Jagdapur

Subject : Procurement of Computer Hardware for 2015-2016

HQrs office vide letter No. EDP/177/HW/2015-2016 dated 12.05.2015 (copy enclosed) has requested for submission of organization wise proposal for requirement of Computer Hardware for the year 2015-16. In order to submit a consolidated report in respect of the CDA (R&D) Hyderabad to HQrs office, you are requested to forward your requirement to the Main office with full specification and justification in the prescribed format given by the HQrs office on or before 01.06.2015 by email at cdard-hyd.cgda@nic.in. "NIL" report may be furnished in case there is no requirement of hardware. The format is also available on our website cdarndhyd.gov.in under circular for sub offices section.

Annexure "E"																									
For Other Offices, i.e LAO/ALAO/RAO MES/ AO offices etc																									
S No.	Controller Office Name Other Sub-offices i.e AAO BSO/LAO/ALAO/RAO MES/AO offices etc	Posted Strength	Available Hardware											Additional Requirement of Hardware											
			IDAS to A AO	Staff (Aud/Clk/DEO/Steno) except MTS	PC	Printers				UPS		Networking nodes	Servers	Other IT items	PC	Printers		UPS		Networking nodes	Servers	Other IT Hardware			
						Color		Laser Jet (B/w)		On line	Line Interactive					Color	Laser Jet	DMPB	LMP				On line	Line Interactive	
						Ink Jet	Laser Jet	Qty	KVA																Qty
Total																									


Signature of the B.O.O 1)
Name of the B.O.O

2)

3)

It is also observed that, a large number of computer hardware has been demanded in replacement of old hardware by merely stating quantity of item being obsolete/old. In this regard, it is requested to follow the standard procedure mentioned in the Rule 196 of GFR and HQrs EDP centre circular No:02 date 07/11/2001 (which includes the following procedure):

- I Recommendations of board of officers (B.O.O) mentioning the details (i.e make, year of procurement, SO number & date and reasons/justification of declaring the items obsolete/BER.
- ii Report on form 17 under rule 196 of GFR.
- iii Technical Certificate from the AMC holder
- iv Condemnation committee report for declaration of computer hardware obsolete/BER should be duly approved and accepted by the Controller (copy of noting accepting the BOO report may also be sent to HQrs office).
- v The proposal for re-placement (new procurement) against condemned (obsolete/BER) items should be proposed by Controller.



(S G NAIR)
Sr. Accounts Officer (OA)

Important Circular



भारत सरकार Government of India
रक्षा मंत्रालय Ministry of Defence
रक्षा लेखा महानियंत्रक Controller General of Defence Accounts
उलान बटार रोड, पालम, दिल्ली छावनी-110010
Ulan Batar Road, Palam, Delhi Cantt - 110010
(EDP SECTION) Fax: 011-25675030.
E-mail: cgdanewdelhi@nic.in, hqedp-budget@cgdamail.org



No: EDP/177/HW/2015-16

Dated: 12 /05/2015

To
All PCsDA/CsDA/PCOA (Fys)
IFA Wing of HQrs office.

Sub: Requirement of computer hardware for the year 2015-16.

1. It is requested from all PCsDA/PCOA (Fys), CsDA and Pr.IFAs /IFAs that proposals for requirement & procurement of computer hardware in r/o their main office and all field offices (under their jurisdictions) for the financial year 2015-16 may be forwarded to HQrs office by 30th June 2015 on **the format mentioned at Annexures "A" to F.**
2. The proposals should have proper justification and SOC for projected requirement as per details given below:-
 - i. Nomenclatures of item proposed for procurement.
 - ii. Detail Justification for necessity of proposed items.
 - iii. Specification / Unit cost of proposed items.
 - iv. Estimated cost of proposal (inclusive of taxes).
 - a. Rate of each item (inclusive of taxes).
 - b. Basis of rates (DGS&D rate contract or on market rate, supported with copy of RC / Quotations).
 - c. Final financial effect:
 - v. **Details of year wise breakup of all existing IT Hardware items [(i.e. PCs/Client PCs /Servers /UPS /Printers (DMP, Laser, Color etc) /LMP etc)] separately for each office (MO /Sub-Offices) under organisation as per HQrs EDP circular no: EDP/177/HW/2014-15 dated 04/12/2014.**
 - vi. Recommendation of Board of officers (Duly signed).
 - vii. Approval / recommendations of Controller (Duly signed).
3. Further, if the computer hardware has been demanded in replacement of old/ obsolete /BER hardware, the requirement should be projected alongwith the condemnation report prepared as per standard procedure mentioned in the Rule 196 of GFR and HQrs EDP centre circular no:02 dated 07/11/2001 (which includes the following procedure):
 - i. Recommendations of board of officers (B.O.O) mentioning the details (i.e make, year of procurement, SO number & date and reasons/justification of declaring the items obsolete / BER).
 - ii. Report on form 17 under rule 196 of GFR.
 - iii. Technical Certificate from the AMC holder.
 - iv. Condemnation committee report for declaration of computer hardware obsolete/ BER should be duly approved and accepted by the Controller (Copy of noting accepting the BOO report may also be sent to HQrs office.).
 - v. The proposal for re-placement (new procurement) against condemned (obsolete /BER) items should be proposed by Controller.
4. Also, kind attention of all PCsDA/PCOA (Fys), CsDA and Pr.IFAs /IFAs are invited towards the HQrs Circular no: EDP/177/HW/2014-15 dated 04/12/2014, wherein request has been made to forward the consolidated stock taking report alongwith the details of posted manpower twice in year, however, the report from a few Controllers and IFAs have not been received yet, without which HQrs office would not be able to analyze & sanction the projected requirement of computer hardware. **Therefore, it is requested to forward the report immediately and follow the instructions & suggestions mentioned in the circular.**
5. Due care may be taken to the extent possible to **send the consolidate proposal** for main office and field offices for the current financial year i.e 2015-16. Proposal in piecemeal may be avoided.

Sr.ACGDA (IT)

Annexure "A"
For Main Office

SI No:		Controller office		Name of Sections		Software/ Application running or to be implemented in future on centralised /LAN environment		Total Posted strength	Staff (SA /Aud/ Clk/ Steno) engaged on IT projects / working on LAN /centralised system						
		IDAS to AAO / SAS App		Staff (Aud /Clk /DEO/ steno) except MTS											
Total		Thin / Zero Clients devices		Printer		UPS		Networking nodes		Blade Servers		Tower /Rack Servers		Other IT items	
				Ink Jet / DeskJet	Color										
				Laser Jet											
					MFD										
					LaserJet (B/W)										
					DMP										
					LMP										
				Qty	Online										
				KVA											
				Qty	Line interactive										
				KVA											
					Networking nodes										
					Blade Servers										
					Tower /Rack Servers										
					Other IT items										
					Thin Clients										
				Ink Jet / DeskJet	Color										
				Laser Jet											
					MFD										
					LaserJet (B/W)										
					DMP										
					LMP										
				Qty	Online										
				KVA											
				Qty	Line interactive										
				KVA											
					Networking nodes										
					Blade Servers										
					Tower /Rack Servers										
					Other IT items										

Signatures of B.OO
Name of B.OO

1

2

3