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कार्यालय रक्षा लेखा नियंत्रक (सेना), मेरठ छावनी
Office of CDA (Army)

बेलवेडीयर परिसर, आयुध पथ, मेरठ छावनी

Belvedere Complex, Ayudh Path, Meerut Cantt-250001



No.EDP/AN-II/712/Computer hardware/2017-18

Dated:-01.03.2017

To

All sub offices(as per list enclosed)

Subject:- Projection of requirement of computer hardware as 'Annual IT Procurement Plan' for the FY 2017-18

Reference:- HQrs Office letter no.EDP/177/HW/2016-17 dated 09/02/2017.

HQrs office vide their above quoted letter has desired 'Annual IT Procurement Plan' to consider allotment of IT funds to PCsDA/CsDA/PIFAs/IFAs for FY-2017-18.

The 'AITPP' should contain the following:-

- Statement of case (SOC) mentioning office detailed justification and specification of each item demanded.
- Projection/details of hardware should be as per annexure A& B(copy enclosed)
- It should be supported with status of computer hardware and posted manpower(Table 1 to 3) (format enclosed)
- The 'AITPP' should be signed by Board of officers .

The prescribed ratio of hardware is as follows:-

For PC: IDAS to AAO =1:1 & staff=2 staff:1 PC

For Printer:IDAS to AAO =1:1 & For Sr.Aud/aud/clk: =2 PCs:1 Printer

In offices where automation projects are running and there is need to enhance the ratio, the requirement may be projected keeping in view the total availability of computer hardware in office and total manpower working on IT project likes(SUGAM,VISHWAK,BHAWAN,DOLPHIN,NIDHI etc) and not merely by applying above ratio.

Further It is also observed that sub offices are demanding the computer hardware by merely stating the hardware installed in their office is very old and obsolete/BER. If projection of demand of computer hardware is against replacement of old hardware. Then it is requested to

follow the standard procedure mentioned in rule 196 of GFR and HQrs EDP circular no.02 dated 07/11/2001 (which includes the following procedure)


- i) Recommendation 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 AMC holder.

The Offices who have earlier send proposal for demand of computer hardware against obsolete/BER items along with statement of case as per above procedure and **against that computer hardware has been supplied to their office** , need not to forward their proposal for same items again.

The Annual IT procurement plan for FY 2017-18 should reach this office by 15th March 2017 positively.

Please accord top priority. The proposal received after due date will not be taken into consideration.

Encl:- As stated above


DCDA(EDP)

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OA Cell(local):- for uploading on website


AO(EDP)

