



सत्यमेव जयते

भारत सरकार  
Government of India  
रक्षा मंत्रालय  
Ministry of Defence

रक्षा लेखा प्रधान नियंत्रक (द प क ) जयपुर खातीपुरा रोड जयपुर 302012  
Pr. Controller of Defence Accounts  
(SWC), Jaipur  
Phone No.0141-2388448  
Fax -0141-2388463



ईडीपी/108/ हार्डवेयर

दिनांक: 27.07.2018

To,

Officer i/c

All AOGEs & All LAOs

Sub: Projection of Requirement of computer hardware as 'Annual IT Procurement Plan' for FY 2018-19.

Please refer HQrs office letter no EDP/177/HW/2018-19 DT: 09.02.2018 (copy attached)

It is requested to forward the requirement of computer hardware as 'Annual IT Procurement Plan' for FY 2018-19 in respect of your office. The scales laid down for PCs and Printers are as under,

**PCs**

IDAS to AAO	=1:1
Staff (working on network based projects)	=1:1
Staff (not working on network based projects)	=2:1

**Printers**

Since internet and intranet are available, printers may be purchased only in rare and non avoidable situations.

The requisite information as per Annexure A and Table 1 should reach main office by 10.08.2018. The soft copy should also be forwarded via mail at [pcdaswc.cgda@nic.in](mailto:pcdaswc.cgda@nic.in)

Accounts Officer (EDP)

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**Important Circular**



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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](mailto:cgdanewdelhi@nic.in), [hqedp-budget@cgdamail.org](mailto:hqedp-budget@cgdamail.org)



No: EDP/177/HW/2018-19

Dated: 09/02/2018

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

**Sub: Projection of requirement of computer hardware as 'Annual IT Procurement Plan' for FY 2018-19.**

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Please refer to HQrs EDP Circular no EDP/177/HW/2015-16 dated 03/12/2015 (circulated through website) and dated 11/12/2015 wherein details of powers and procedures have been mentioned for procurement of new IT articles and disposal of obsolete /BER by the PCsDA /PIFAs/CsDA/ IFAs.

2. Now, to consider release of funds under the head 'Information Technology' to PCsDA /PIFAs/CsDA/ IFAs for procurement of computer hardware in FY 2018-19, it is requested to forward the 'Annual IT Procurement Plan' as per instruction of HQrs circulars mentioned above. The scales laid down for PCs and printers are as under :

<b>PCs</b>		
IDAS to AAO	=	1:1
Staff	=	1:1
(working on Network based projects)		
Staff	=	2:1
(Not working on Network based projects)		

**Printers:**

Since internet and intranet are available PCsDA/CsDA may be discouraged to procure printers etc. They are requested to buy printers only in rare & Non- avoidable situations only.

3. The "AITPP" (projection of funds and hardware) should contain the following: -
  - a) Statement of case (SOC) mentioning office wise detailed justification and specification of each item demanded.
  - b) Projection / details of hardware should be as per Annexure A & B (copy enclosed).
  - c) It should be supported with the status of computer hardware and posted manpower as per HQrs EDP Circular no: EDP/177/HW/2014-15 dated 04/12/2015 (Table 1 to 3) (Format enclosed).
  - d) The "AITPP" should be signed by Board of officers and have the approval of Head of office.
4. The 'Annual IT Procurement Plan' for FY 2018-19 should reach HQrs office by **28<sup>th</sup> March 2018**. The soft copy of "AITPP" (in Excel & Word both) should also be forwarded via mail at [hqitbudget.dad@hub.nic.in](mailto:hqitbudget.dad@hub.nic.in).

Dy. CGDA (IT&S)



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**Annual I.T. Procurement Plan for FY 2018-19**

SI No:		Controller office		Name of Sections / field office		Software/ Application running or to be implemented in future or to be implemented / LAN environment		IDAS to AAO / SAS App		Staff (Aud/ Clk/ DFO/ steno) except MTS		Staff (SA / Aud/ Clk/ Steno) engaged on IT projects / working on LAN / centralised system		For Main Office/PIFA /IFA / Area Account Offices / PAO (ORs) / AO GE / AAO GE / AAO BSO / LAO / ALAO etc											
Annexure "A"														Additional requirement of HW											
Available hardware														Additional requirement of HW											
Total Posted strength														Additional requirement of HW											
Name of Sections / field office														Additional requirement of HW											
Controller office														Additional requirement of HW											
Total														Additional requirement of HW											
Available hardware														Additional requirement of HW											
PC														Additional requirement of HW											
Thin / Zero Clients devices														Additional requirement of HW											
Printer														Additional requirement of HW											
Color														Additional requirement of HW											
Deskjet														Additional requirement of HW											
Laser jet														Additional requirement of HW											
MFD														Additional requirement of HW											
Laserjet (B/W)														Additional requirement of HW											
DMP														Additional requirement of HW											
LMP														Additional requirement of HW											
Online														Additional requirement of HW											
Qty														Additional requirement of HW											
KVA														Additional requirement of HW											
Line														Additional requirement of HW											
Interactive														Additional requirement of HW											
KVA														Additional requirement of HW											
Networking nodes														Additional requirement of HW											
Blade Servers														Additional requirement of HW											
Tower / Rack Servers														Additional requirement of HW											
Other IT items														Additional requirement of HW											
PC														Additional requirement of HW											
Thin Clients														Additional requirement of HW											
Ink jet / Deskjet														Additional requirement of HW											
Laser jet														Additional requirement of HW											
Color														Additional requirement of HW											
Laser jet														Additional requirement of HW											
MFD														Additional requirement of HW											
Laserjet (B/W)														Additional requirement of HW											
DMP														Additional requirement of HW											
LMP														Additional requirement of HW											
Online														Additional requirement of HW											
Qty														Additional requirement of HW											
KVA														Additional requirement of HW											
Line														Additional requirement of HW											
Interactive														Additional requirement of HW											
KVA														Additional requirement of HW											
Networking nodes														Additional requirement of HW											
Blade Servers														Additional requirement of HW											
Tower / Rack Servers														Additional requirement of HW											
Other IT items														Additional requirement of HW											

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1

Signatures of B.OO  
Name of B.OO

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Table 3:

**Annual I.T Procurement Plan for FY 2018-19**

Staff	Manpower posted (MO/ Sub office wise)				Numbers of employee engaged in any IT System.
	Authorised Strength	Total Number of Employees currently posted in the office	Numbers employee engaged in online Systems	of employee engaged IT	
IDAS					
Sr.AO/AO					
AAO/ SO (A)/ SAS Apprentice					
Sr.Auditor/ Auditor/ Clerk					
PS/ PA/ Steno					
DEO					
MTS					
<b>Total</b>					