



सूचना प्रौद्योगिकी एवं प्रणाली

Information Technology & Systems

कार्यालय रक्षा लेखा प्रधान नियंत्रक (म.क.) करियप्पा रोड लखनऊ छावनी -226002

**O/o the Principal Controller of Defence Accounts
(Central Command)**

Cariappa Road, Lucknow-226002.

Tel No/Fax: 0522-2451995

e-mail : cda-luck@nic.in

संख्या:- सं के/प्रशा/174/हार्डवेयर/2016-17

दिनांक: 10.04.2017

सेवा में,

प्रभारी अधिकारी,

सभी अधीनस्थ कार्यालय,

(रक्षा लेखा प्रधान नियंत्रक (म०क०) लखनऊ के अंतर्गत)

विषय : कम्प्यूटर हार्डवेयर की स्थिति |

सन्दर्भ : मुख्य कार्यालय के सर्कुलर संख्या EDP/177/HW/2014-15 dated 27.01.2015 (प्रतिलिपि संलग्न) |

कृपया उपरोक्त संदर्भित पत्र का अवलोकन करें | उपरोक्त संदर्भित पत्र के क्रम संख्या 05 में वर्णित है कि प्रथम वार्षिक स्टॉक टेकिंग की रिपोर्ट मुख्य कार्यालय को भेजी जाय किन्तु अभी तक यह रिपोर्ट प्राप्त नहीं हुई है, जबकि अंतिम तारीख 15 मार्च थी |

कृपया अपने कार्यालय में बोर्ड बनवाकर वार्षिक स्टॉक टेकिंग की रिपोर्ट मुख्यालय कार्यालय द्वारा निर्धारित प्रारूप पर दिनांक 30-04-2017 तक प्रेषित करें, जिससे मुख्यालय को समय से समेकित रिपोर्ट भेजी जा सके |

कृपया मामले को उच्च प्राथमिकता दी जाये |

वरिष्ठ लेखा अधिकारी (सू प्रौ प्र)



संगणक केंद्र / EDP Centre

कार्यालय रक्षा लेखा प्रशासन निवृत्तक (म.क.) करियापारोड लखनऊ छावनी -226002
O/o the Principal Controller of Defence Accounts
(Central Command)

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Important Circular

No. EDP/AN/174/HW/2014-15

Dated: 27-01-2015

To,

The Officer In Charge,
All the sub offices,
Under jurisdiction of PCDA (CC), Lucknow


Sub:- Status of Computer Hardware.

Ref:- HQrs office Important Circular No. EDP/177/HW/2014-15 dated 04-12-2014.

Refer to letter cited under reference, which is self explanatory. Brief points are as under-

01. It must be ensured that at no point of time the hardware/software remains without AMC cover.
02. The PCs/Server should be installed with Anti-virus.
03. The computer hardware are valuable assets for the department. Therefore, any upgradation required i.e. RAM etc. & purchase/installation of Antivirus to enhance the capabilities /useful life of hardware should be done, through EDP (AN), PCDA (CC) lucknow.
04. USB Ports of the PCs/Servers exclusively used for IT projects on LAN should be disabled, users may be instructed to not to use the client PC for internet usage or for any external data storage and they should be trained/directed for their proper upkeep to avoid any damage/sluggishness in the hardware.
05. Please ensure that Annual Stock taking of all computer Hardware/ PC/ Printer/ Scanner/ Server/ LAN Switches Notes etc. on half yearly basis and report should reach to this office prior to dates given below duly signed by officer incharges-
 - i. First report by 15th March of each year &
 - ii. 2nd report by 15th September of each year.Reports should be as per standard proforma prescribed by CGDA. All the offices are requested to complete stock taking of current half yearly prior to 5th March and forward the report before 15th March for consolidating the data and onward submission to the HQrs office.
06. Computer hardware which are Obsolete in technology /BER should be declared by a board in your offices during stock taking and to must be reflected in Table-2.

The report should be prepared in excel sheet on the format given below and it's soft copy must be submitted on mail id edppcdacc@gmail.com supported with ink signed hardcopy. The current "Annual Stock" taking report may be forwarded by 20th March 2015.


ACDA (EDP)

