सूचना प्रौद्योगिकी एवं प्रणाली / **Information Technology & Systems**

कार्यालय रक्षा लेखा प्रधान नियंत्रक (म. क्र.) करियप्पा मार्ग लखनऊ

O/o the Principal Controller of Defence Accounts
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सं.के./प्रशा/**174**/अर्ध वार्षिक स्टाक टेकिंग रिपोर्ट /नवंबर **2018**   दि. **22**/10/2018

सेवा में,

  प्रभारी अधिकारी,

  सभी अधीनस्थ कार्यालय

  (र.ले.प्र.नि.(म.क.), लखनऊ के अंतर्गत

  विषय : कम्प्यूटर हार्डवेयर की स्थिति

  संदर्भ: मुख्य कार्यालय के सर्कुलर संख्या EDP/177/HW/2014-15 दि 27.01.2015 (प्रतिलिपि संलग्न)

    कृपया उपरोक्त संदर्भित पत्र का अवलोकन करें। उपरोक्त पत्र के क्रम संख्या 05 में वर्णित है कि प्रत्येक वर्ष की द्वितीय वार्षिक स्टाक टेकिंग रिपोर्ट 15 नवंबर तक मुख्य कार्यालय को भेज दी जानी चाहिये।

    कृपया अपने कार्यालय में बोर्ड बनवाकर वार्षिक स्टाक टेकिंग की रिपोर्ट मुख्यालय कार्यालय द्वारा निर्धारित प्रारुप में दिनांक 05-11-2018 तक प्रेषित करें , जिससे मुख्यालय को समय से समेकित रिपोर्ट भेजी जा सके।

    कृपया मामले को उच्च प्राथमिकता दी जाये।

संलग्नक :- यथोपरि

व.ले.अ.(सू.प्रौ.प्र.)

प्रतिलिपि:-

  प्रभारी अधिकारी

  OA Cell   * PCDA(CC) की वेब साइट पर अपलोड करने हेतु

  स्थानीय

व.ले.अ.(सू.प्रौ.प्र.)

भारत सरकार Government of India
रक्षा मंत्रालय Ministry of Defence
रक्षा लेखा महानियंत्रक Controller General of Defence Accounts
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Dated: 04/12/2014

No: EDP/177/HW/2014-15

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

PC DA (CC)
Lucknow

Sub: Status of Computer hardware.

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1. It has been observed that, almost all the offices have sufficient quantity of computer hardware as per current norm, after sanctions during current financial year. However, the most problematic area is sluggishness in computer hardware due to their non-maintenance/ proper upkeep/ AMC and obsolete tech/ BER.

2. In this regard following is requested :
   i. It must be ensured that at no point of time the hardware/ software remains without AMC cover. However, if the hardware/software remains without AMC due to unavoidable circumstances, the function of hardware/ software should be restored by occasional repair from the funds allotted for AMC and consumables immediately so that efficiency is not affected due to higher downtime. The proposals requesting HQrs office to get server/ Printers/ LAN etc repaired by the EDP centre of HQrs office and mere intimation of non-functioning of hardware/ software should be avoided. Further, it may be noted that HQrs office is not supposed to undertake the AMC/ Repair work for field offices. The HQrs office only provides funds for AMC and Consumables. Field offices are supposed to take care of AMC. Further, such situations for repairs would not arise if AMC cover is maintained by field offices in continuum.
   ii. The PCs/ Server should be installed with Anti-virus.
   iii. 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 from the funds allotted under IT Head (under AMC & consumables). 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.

3. Also, PCDA/CDA/Pr.IFA/IFA offices are requested to identify the computer hardware at the offices under their jurisdictions which are near to obsolesce/ obsolete tech or BER. These hardwares may be recommended for condemnation by the Board of Officers with the consent/ approval of the Controller (as per prescribed process i.e as rules under GFR, HQrs circular no: 02 dated 07/11/2001 and circulated vide EDP/177/HW/2014-15 dated 29/04/2014 & EDP/177/HW/2012-13 dt 17/05/2012). Consequently, Controllers offices i.e PCDA/ CDA/Pr.IFA/ IFA may project the requirement of computer hardware (in preview of replacement of old hardware and demand of new items) for next financial year so that CGDA office can assess the overall requirement of computer hardware and accordingly project the requirement of funds to concerned authorities for next financial year i.e FY 2015-16.

4. It has been observed that Field offices either do not forward or delay the submission of Annual stock taking report in r/o EDP assets to HQrs office. After the IT initiatives taken by the department, large quantity of computer hardware has been sanctioned/ procured to meet the requirement & smooth functioning of online systems. To assess the future requirement of computer hardware, budgetary analysis & monitoring of holding of computer hardware in each Controllers command, it is requested to forward the consolidated stock taking report (mentioning details for Main office & each sub-office separately) alongwith the details of posted manpower twice in a year i.e

i. First report by 15th November of each year &
ii. 2nd report by 15th May of each year

The report should be prepared in excel sheet on the format given below and it's soft copy must be submitted through cgdamail server i.e Zimbra mail on id hqedp-hardware@cgdamail.org supported with ink signed hardcopy. The current "Annual stock" taking report may be forwarded by 31st December 2014.

Table 1:

Sl No	Name Controller office	Name of Sub office (Mention details of MO & each sub office separately)	Items (IT Hardware) laptops issued to eligible officers/ office, PC, Blade/rack/ tower Server, DMP, LJP, LMP, networking nodes/items etc	Brief Specifications of IT Hardware i.e make, model, configuration etc	Cost per unit (inclusive of taxes)	Qty	Year of purchase/ Installation	Mode of purchase (i.e DGS&D/ on market rate/ on loan from other organizations)	Present Condition

Table 2:

Sl No:	Proforma Controller	Name of sub offices	Available hardware (including obsolete/ BER held items)																	Obsolete/ Beyond economic repair items.																		
			PC	Thin Clients	Printers						UPS				Networking nodes	Servers	Projectors	Other IT items	PC	Thin Clients	Printers						UPS				Networking nodes	Servers	Projectors	Other IT items			
					Color		LaserJet (B/W)	DMP	LMP		Online		Line interactive								Color		LaserJet (B/W)	DMP	LMP		Online		Line interactive								
					InkJet	Laser Jet					Qty	KVA	Qty	KVA							InkJet	Laser Jet					Qty	KVA	Qty	KVA							
1		MO																																				
2		Sub office																																				
3		Sub office																																				
...		continue																																				
		Total																																				

Note: Details of any consumables items & CD/ DVD ROM Drive, HDD/ Pen drive/ Tapes should be excluded.

Table 3:

Staff	Authorised Strength	Total Number of Employees currently posted in the office	Numbers of employee engaged in online IT Systems	Numbers of employee Not engaged in any IT System.
IDAS				
Sr.AO/AO				
AAO/ SO (A)/ SAS Apprentice				
Sr.Auditor/ Auditor/ Clerk				
PS/ PA/ Steno				
DEO				
MTS				
Total				