

रक्षा लेखा प्रधान नियंत्रक (मध्य कमान) 1 करियप्पा मार्ग, लखनऊ छावनी-226002 Principal Controller of Defence Accounts (Central Command) 1 Cariappa Road, Lucknow Cantt.—226002

कार्यालय फोन सं.-0522-2451084/कार्यालय फ़ैक्स सं-0522-2453038 Office Phone No.-0522-2451084/Office Fax No.-0522-2453038

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सं.के./प्रशा/174/अर्ध वार्षिक स्टाक टेकिंग रिपोर्ट/20-21

दिनांक: 15/10/2020

प्रभारी अधिकारी सभी अधीनस्थ कार्यालय (र.ले.प्र.नि.(म.क.), लखनऊ के अंतर्गत

विषयः वर्ष 2020-21ः नवम्बर 2020 की अर्ध वार्षिक स्टाक टेकिंग रिपोर्ट | सन्दर्भः मुख्य कार्यालय के सर्कुलर संख्या EDP/177/HW/2014-15 दिनांक 04/12/2014 (प्रतिलिपी सलग्न) |

कृपया उपरोक्त संदर्भित पत्र का अवलोकन करें | उपरोक्त पत्र के क्रम संख्या 05 में वर्णित है की प्रत्येक वर्ष की प्रमान वार्षिक स्टाक टेकिंग रिपोर्ट 15 नवम्बर तक मुख्य कार्यालय को भेज दी जानी चाहिए |

कृपया अपने कार्यालय में बोर्ड बनवाकर वार्षिक स्टाक टेकिंग की रिपोर्ट मुख्यालय कार्यालय द्वारा निर्धारित प्रारूप में दिनांक 01/11/2020 तक प्रेषित करें , जिससे मुख्यालय को समय से समेकित रिपोर्ट भेजी जा सके |

कृपया मामले को उच्च प्राथमिकता दी जाए |

सलग्नक : यथोपरि

हर्स्ट^० व.ले.अ.(स्.प्रौ.प्र.)

प्रतिलिपि:

प्रभारी अधिकारी OA Cell स्थानीय PCDA (CC) की वेब साईट पर अपलोड करने हेत् |

व.ले.अ.(सू.प्रौ.प्र.)

Important Circular

आरत सरकार Government of India रक्षा मंत्रालय Ministry of Defence

रका सेखा महानियंत्रक Controller General of Defence Accounts

उलाम बटार रोड़, पालम, दिल्ली खावनी-110010

Ulan Batar Road, Palam, Delhi Cantt - 110010 (EDP SECTION) Fax: 011-25675030.

E-mail: cqdanewdelhi@nic.in, hqedp-budget@cgdamail.org

EDP/177/HW/2014-15 NO:

Dated:

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

PCDA(CC) Luckson

Sub: Status of Computer hardware.

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.

In this regard following is requested:

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 set-offices in continuum. -

The PCs/ Server should be installed with Anti-virus.

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.

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 Le 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.

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 eomputer 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 te

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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 hqcdp-hardware@cgdamail.org supported with ink signed hardcopy. The current "Annual stock" taking report may be forwarded by 31st December 2014.

Table 1: \

Si 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 Le make, model, configuration etc	Cost per unit (inclusive of taxes)	Qty	Year of purchase/ Installation	Mode of purchase (i.e. DCS&D/ on market rate on loan from other organizations)	Present
	*								

Table 2.

				Av	ailab	le ha	ardv	vare	(lne	dud	ing	obs	olet	e/B	ER 1	neld.	tems)				Obs	sole	te/I	leyo	ond e	con	iom	ic re	pair	rite	ms.	
Si No: Proforma Controller	ntroller					Pr	nte	rs			U	P5										Pi	rint	ers			U	PS.		2000	Spiritury of		
		offices			Color				43 L. Sq.) online	Line interactive		nodes		ed gar	of the second of			Color		COIOL)				Contine		ig unteractive	ories			
	. Ргоботия Со			PC	Thin Clieats	Ink Jet	Laser jet	LaserJet (B/W)	DMP	I,MP	000	KVA	Quy	KVA	Networkingn	Servers	Projectors	Oth I' Ite	r	PC	Thin Clients	Ink jet	Laser Jet	LaserJet-(B/W)	DMP	LMP	. AD	KVA	Oth And	KVA	Networking n	, Servers	Projectors
1	*	мо	_			-	-			-	-		_		-		+	1	-		-			-									
-		Sub																										Sec. F					
		Sub office								*																		Ale					E
-		continue												-																- No.			

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

Table 3:

Staff		posted (MO/Sub offi		1 32 3	
Stair	Authorised Strength	Total Number of Employees currently posted in the office	employee engaged	Numbers employee engaged in System.	of Not any IT
IDAS					1131
SNAO/AO SAN	- Washington	Salvakok Karoni di tenkalik ka	San San F. Kong Production		man di
AAO/SO(A)/SAS Apprentice			-1		
Sr.Auditor/ Auditor/ Clerk					1151
PS/PA/Steno					1111
DEO					
MTS					1111
. Total					