



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



No: EDP/177/HW/2015-16

Dated: 03/12/2015

To

All PCsDA /PIFAs/CsDA/ IFAs

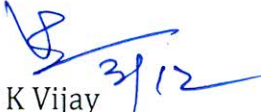
Sub: Approval of Annual IT procurement Plan and allocation of funds for procurement of computer hardware and peripherals - Procedure thereof.

To streamline the process in sanctioning of computer hardware and peripherals and allotment of funds thereof to the Controllers/ IFAs, the following procedure will be followed:-

- i. Controllers/ IFAs will forward an 'Annual IT Procurement Plan' for the ensuing FY by 31st January. The plan will be prepared as per scales laid down and conveyed by HQrs office.
- ii. The 'AITPP' would mention requirement of funds for procurement of computer hardware and peripherals. It should also contain their plan for obsolescence. .
- iii. The 'Annual IT Procurement Plan' received from Controllers/ IFAs office will be examined/ analysed on the basis of posted manpower, available computer hardware, condition of hardware (obsolete/ BER) and IT projects running and proposed.
- iv. After this exercise, funds will be allotted to the respective Controllers/ IFA for procurement action on their part.
- v. For other items like outsourcing of manpower, procurement of new software, introduction of new items etc., the proposals should be sent separately to HQrs office for obtaining sanction of the Competent Authority and allotment of funds therefor.

Cont.....

- 1.2 The 'Annual IT Procurement Plan' for FY 2016-17 should reach HQrs office by 31st January 2016. For the current FY 2015-16, proposals already forwarded by Controllers/ IFAs will be treated as 'AITPP' and accordingly funds will be released after due examination. Additional/ fresh proposals, if any, for requirement of funds for procurement of computer hardware and peripherals for current FY 2015-16 may also be forwarded separately and immediately.
- 1.3 It is reiterated that printers should be purchased in rare and unavoidable situations as the internet and intranet facility can be capitalized for sharing of printers. This will not only save cost of hardware but also the recurring cost of stationery.
2. As far as procurement of computer hardware and peripherals is concerned, vide Ministry of Finance (Defence) letter number 13196/(1)/70//Accts/AN dated 3rd July 1970, it was decided that Controllers of Defence Accounts will, under Rule 10(3) of the Delegation of Financial Power Rules 1958, exercise all the powers of Head of Department , laid down in Schedule V (and annexures there under), VI and VII thereof, Further, vide Ministry of Defence (Finance) letter no. F.15(1)/C/04(1646) dated 9th December,2004 , IFAs have been declared as Heads of Department . Accordingly, it has been decided by the Competent Authority to authorize Controllers /IFAs for procurement of computer hardware and peripherals as per approved scales. The procurement shall be done as per the laid down norms & procedures and GFR provisions and subject to availability of funds allotted by the HQrs office under IT budget.
- 2.2 A quarterly report on utilization of funds so allotted will be rendered by the Controllers / IFAs to insure procurement is done timely and as per the 'Annual IT Procurement Plan'.


V K Vijay
Jt CGDA (IT)