CONTROLLER GENERAL OF DEFENCE ACCOUNTS

ULAN BATAR ROAD, DELHI CANTT-10

IFA WING

No. IFA/9/BE

Dated 28/2/2018

To

All PIFAs/IFAs (HAG/SAG)

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

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Please find enclosed herewith a copy of HQrs CGDA letter No. EDP/177/HW/2018-19 dated 9.2.2018 with format regarding projection of requirement of computer hardware for FY 2018-19.

2.   In this context, all PIFAs/IFAs (HAG/SAG) offices are requested to forward their demands in a prescribed format directly to EDP section of HQrs office as directed in para 4 of ibid letter through soft copy & by mail also by 28.3.2018 under intimation to IFA Wing.

SAO (IFA Wing)

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, 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 :

PCs
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 **28th March 2018.** The soft copy of "AITPP" (in Excel & Word both) should also be forwarded via mail at hqitbudget.dad@hub.nic.in.

Dy.CGDA (IT&S)

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

Annexure "A"

For Main Office/PIFA /IFA / Area Account Offices / PAO (ORs) /AO GE /AAO GE / AAO BSO / LAO /ALAO etc

Sl No:			
Controller office			
Name of Sections / field office			
Software/ Application running or to be implemented in future on centralised /LAN environment			
IDAS to AAO / SAS App			
Total Posted strength — Staff (Aud /Clk /DEO/ steno) except MTS			
Staff (SA /Aud/ Clk/ Steno) engaged on IT projects / working on LAN /centralised system			

Available hardware

Item			
PC			
Thin / Zero Clients devices			
Printer — Color — Ink Jet / DeskJet			
Printer — Color — Laser Jet			
Printer — MFD			
Printer — LaserJet (B/W)			
Printer — DMP			
Printer — LMP			
UPS — Online — Qty			
UPS — Online — KVA			
UPS — Line interactive — Qty			
UPS — Line interactive — KVA			
Networking nodes			
Blade Servers			
Tower /Rack Servers			
Other IT Items			
Other IT Items			
Other IT Items			

Additional requirement of HW

Item			
PC			
Thin Clients			
Printer — Color — Ink Jet / DeskJet			
Printer — Color — Laser Jet			
Printer — MFD			
Printer — LaserJet (B/W)			
Printer — DMP			
Printer — LMP			
UPS — Online — Qty			
UPS — Online — KVA			
UPS — Line interactive — Qty			
UPS — Line interactive — KVA			
Networking nodes			
Blade Servers			
Tower /Rack Servers			
Other IT items			

Column markers: 1   2   3

Total

Signatures of B.OO
Name of B.OO

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

Annexure "B"

Consolidate "projection for requirement of computer hardware"

Additional requirement of HW

Sl No:	Controller office / Annexure	PC Thin / Zero Clients devices	Color Inkjet /Deskjet	Color LaserJet	Printer MFD	LaserJet (B/W)	DMP	LMP	UPS Online Qty	UPS Online KVA	Line interactive Qty	Line interactive KVA	Networking nodes	Blade Servers	Tower /Rack Servers	Other IT Hardware	Financial Effect
1	Total For (MO)																
2	Total For Area Accounts Offices																
3	Total For PAO (ORs) Offices																
4	Total AO GE/AAO GE & AAO BSO Offices																
5	Total for other offices (Pr.IFA /IFA, LAO /ALAO / RAO MES /AO offices etc)																
	Total of above																

Sl No:	Items		Rate	Taxes	Cost per unit	Qty	Total Cost	Brief Specification / configuration of item	Method of proposed procurement
1	PC								
2	Thin / zero clients								
3	Printer	Color Inkjet							
4		Color Laserjet							
5		MFD							
6		LaserJet (B/W)							
7		DMP							
8	Line Matrix Printer								
9	UPS	Online							
10		Line Interactive							
11	Networking Nodes								
12	Servers	Tower /Rack							
13		Blade							
14	Other Items								
15									
16									
	Total								

Signatures of B.OO
Name of B.OO
Approval of Controller (Duly signed)

1)   2)   3)

Tables for furnishing details of computer hardware and manpower

Table 1:

Annual I.T Procurement Plan for FY 2018-19

Sl No	Name Controller office	Name of Sub office (Mention details of MO office & each sub office separately)	Items (IT Hardware) laptops of IT Hardware i.e make, model, Blade/rack/tower Server, DMP, LJP, LMP, networking nodes/items etc	Brief Specifications (Mention 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.																			IT hardware likely to be declared / would become obsolete in FY 2018-19																
					PC	Thin Clients	Printers — Color Ink Jet	Printers — Color Laser Jet	Printers — LaserJet (B/W)	Printers — DMP	Printers — LMP	UPS — Online Qty	UPS — Online KVA	UPS — Line interactive Qty	UPS — Line interactive KVA	Networking nodes	Servers	Projectors	Other IT items	PC	Thin clients	Printers — Color Ink Jet	Printers — Color Laser Jet	Printers — LaserJet (B/W)	Printers — DMP	Printers — LMP	UPS — Online Qty	UPS — Online KVA	UPS — Line interactive Qty	UPS — Line interactive KVA	Networking nodes	Servers	Projectors	Other IT items	PC	Thin clients	Printers — Color Ink Jet	Printers — Color Laser Jet	Printers — LaserJet (B/W)	Printers — DMP	Printers — LMP	UPs — Online Qty	UPs — Online KVA	UPs — Line interactive Qty	UPs — Line interactive KVA	Networking nodes	Servers	Projectors	Other IT items
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:

Annual I.T Procurement Plan for FY 2018-19

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