

प्रधान नियंत्रक

**Office of the Principal Controller of Defence Accounts**

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No. EDP/MECH/HW/2019-20

Date : 16/07/2019

**IMPORTANT CIRCULAR**

To

The Officer-in-charge

1. All Sections in Main Office
2. All Sub-Offices under PCDA, Bangalore

Sub: Requirement of Computer Hardware and peripherals for the year 2019-20.

Main Office has called for a proposal for provision of Computer Hardware and peripherals for the year 2019-20. The Annual IT procurement plan will be examined / analysed on the basis of posted manpower, available computer hardware, condition of hardware and IT projects running and proposed may be projected in the prescribed format based on the scales laid down by Hqrs. Office for PCs and Printers are as under:

PCs	-	IDAS to AAO	1 : 1
		Staff on Network based projects	1 : 1
		Staff not working on Network based projects	2 : 1

The projection should also contain the following details:

- a. List of computer hardware available
- b. Specification of the additional hardware required.
- c. Statement of case with proper justification

The prescribed format may be downloaded from the PCDA Bangalore website [pcdablr.gov.in](http://pcdablr.gov.in)

In view of the above, it is requested to forward requirement of Computer Hardware and its peripherals duly justifying the requirement based on the projects handled.

The detailed report may please be submitted to this office on **PRIORITY** by **26/07/2019** to analyse and forward the consolidated report to HQrs office. The non-receipt of the above report within the due date will be treated as 'NIL' and request for additional hardware beyond the due date will not be entertained.

*K. Divya*  
16/7/19

(DIVYA KALIMUTHU, IDAS)  
GO (EDP)

