No EDP/5805/HW/2018-2019   **MOST URGENT**   Dated: 07/02/2018

To
The Addl CDA,
O/o PAO (ORs) EME
Secunderabad

The ACDA I/c
O/o PAO (ORs) AOC
Secunderabad

The Sr. Accounts Officer
Area Accounts Office
Vizag

All Sub Offices
(Secunderabad / Visakhapattanam)

Sub: Projection of Requirement of Computer Hardware as
        "Annual IT Procurement Plan" for the year 2018-19.
                                *****

Annual IT Procurement Plan (AITPP) is due for submission to the HQrs office. As such, the proposals for requirement of computer hardware for the Financial Year 2018-2019 in the formats mentioned may be furnished to this office for further necessary action.

2.   The proposal should contain the following:

i)   A SOC (Statement of case) mentioning office wise detailed justification and specification of each item demanded;
ii)   Projection / Details of hardware should be as per Annexure 'A' and Annexure 'B'
iii)   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 (Format enclosed)
iv)   The statement of case should be signed by the Head of the Office.

3.   You are requested to forward the ibid report at the earliest so as to reach this office on or before 15th of Feb 2018.

4.   This may be accorded **"Top Priority"**

Encl: As above

                                                Premsagar Meena
                                                Dy Controller (EDP)

Annexure "A"

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

	1	2	3	Total
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 — PC				
Clients devices — Thin / Zero Clients				
Printer — Ink Jet / DeskJet — Color				
Printer — 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				
Additional requirement of HW — PC				
Thin Clients				
Printer — Ink Jet / DeskJet — Color				
Printer — 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				

Signatures of B.OO

Name of B.OO

Annexure "B"
Consolidate "projection for requirement of computer hardware"

Sl No:	Controller office	Annexure	PC	Thin / Zero Clients devices	Color InkJet /DeskJet	Color LaserJet	MFD	LaserJet (B/W)	DMP	LMP	UPS Online Qty	KVA	Line interactive Qty	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	Method of proposed procurement (DGS&D RC or From Open Market)	If on DGS&D R/C. Item Number on DGS&D RC	Brief Specification / configuration of item
1	PC									
2	Thin / zero clients									
3	Printer	Color InkJet								
4		LaserJet								
5		MFD								
6		LaserJet (B/W)								
7		DMP								
8	Line Matrix Printer									
9	UPS	Online								
10		Line Interactive								
11	Networking Nodes									
12	Servers	Blade								
13		Tower /Rack								
14	Other Items									
15										
16										
	Total									

Signatures of B.OO

Name of B.OO   1)   2)   3)

Approval of Controller (Duly signed)

Tables for furnishing details of computer hardware and manpower

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.																IT hardware likely to be declared / would become obsolete in FY 2017-18																
			PC	Thin Clients	Printers					UPS				Networking nodes	Servers	Projectors	Other IT 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								Color		LaserJet (B/W)	DMP	LMP	Online		Line interactive					
					Ink Jet	Laser Jet				Qty	KVA	Qty	KVA							Ink Jet	Laser Jet				Qty	KVA	Qty	KVA							Ink Jet	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:

Manpower posted (MO/ Sub office wise)				
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				