

I/187999/2024

भारत सरकार  
जल शक्ति मंत्रालय  
जल संसाधन नदी विकास एवं गंगा संरक्षण विभाग  
केंद्रीय जल आयोग  
सॉफ्टवेयर प्रबंधन निदेशालय



Government of India  
Ministry of Jal Shakti  
Dept. of Water Resources, RD&GR  
Central Water Commission  
Software Management Directorate

### CIRCULAR

**Sub: -** Providing details of various T&P items being used in various directorates/sections/units of CWC for digitization of inventory of all IT items-reg.

SM Dte is in the process of digitization of inventory of all IT items which are under AMC of SM Dte. The digitization of IT inventory is being done in view of various problems being faced by SM Dte in providing AMC. Often, it is noticed that various directorates are using IT items which have either been provided by projects authorities or have been procured by some other office other than SM Dte without intimation to SM Dte. Consequently, these items are not included in the AMC contract document and it becomes difficult to provide AMC service to such items at a later stage.

For digitization of inventory, an online portal is planned to be implemented and all such IT items along with the details of officers/staff using the said items are to be mapped in the portal. However, to facilitate the same, certain details are required from each office (i.e. Directorate/Sections) in the prescribed format. (**Annexure-I**). After all IT items are mapped in the portal, then the users shall login in the portal and raise IT related complaints by selecting the particular IT items mapped against their name.

Also, all offices are requested to communicate the details of respective Branch Officer (B.O.) (As per Annexure-I). This may please be treated as priority.

This issues with the approval of Chief Engineer (HRM).

(Amitabh Tiwari)  
Deputy Director

To,

1. All directorates/sections/units at CWC(HQ) through circular.



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**Annexure-I**

1. Office Name (Directorate/Section/unit):
2. Name of the Head of Office:
3. Name of Branch Officer (BO):

Sl. No.	IT items description (e.g. Desktop, UPS, Printer etc.)	Name of officer/staff allotted to	Date of Receipt	Issuing Office (SMD / PCP / RDC / Project etc)	Machine Sl. No. (company provided)	SMD/Others assigned serial no. (if any)	Remarks

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