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

Dated: 17/08/2020

<u>**CIRCULAR**</u>

The list of IT items issued to users in CWC HQ is being managed by Software Management Directorate, however during verification it has been found that many Directorates/Sections have interchanged or relocated the IT inventory issued to them with other Directorates without informing Software Management Directorate.

Due to such action, it is becoming difficult to manage the IT inventory and the services related to Comprehensive Annual Maintenance Contract. The verification of IT items is under process for which the concerned Offices/Directorates/Sections are requested to furnish the details of IT items pertaining to their office in the prescribed format. The duly filled signed and scanned copy of the enclosed format (Also in excel format for compiling) may be emailed to smdte@nic.in. Further all offices are requested to co-operate with SMD personnel performing physical verification/ Serial No. marking of IT equipment so that maintenance of the respective IT items can be performed effectively.

All offices are requested to send the above mentioned information at the earliest.

Encl: Proforma in pdf and Excel format.

Signature valid

Digitally signed by SYED
FAHEEM HAIDER ABIDI
Date: 2020.08.17
16:30:15 IST

(S.F.H. Abidi)
Deputy Director

To,

1. PPS to Chairman, CWC, New Delhi.
2. PPS/ PS to Member (WP&P)/ Member (D&R)/ Member (RM), CWC, New Delhi
3. PS to Chief Engineer, DSO, CWC, New Delhi
4. PS to Chief Engineer (HRM)
5. All Chief Engineers (HQs), CWC, New Delhi
6. Secretary, CWC/ all Directors (HQs)/ Establishment Sections (Hqrs.), New Delhi.

छटवाँ तल(दक्षिण), सेवा भवन

राम कृष्ण पुरम, नई दिल्ली -110066

दूरभाष: 011-29583615,

ई मेल:smdte@nic.in

♠जल संरक्षण-सुरक्षित भविष्य♠

6th Floor(South), Sewa Bhawan,
R.K. Puram, New Delhi-110066
Tel: 011-29583615,
E-mail: smdte@nic.in

♠Conserve Water- Save Life♠

Performa for Submission of Information pertaining to IT equipment

Office/Directorate:

Sl.No.	Directorate / Section	Item (PC/ Printer/ MFP/ Scannner/ UPS/Biometric M/c)	Brand	Model No.	Specification (i7/i5/i3 etc. in case of PC) (color/ B/w in case of printer) (Size A1/ A2/ A3/ A4 etc. in case of scanner) (1/0.650 KVA etc. in case of UPS)	Machine Serial Number	Date of Issue	User (Name of Officer Using the equipment)	Designation (Designation of officer using the equipment)	Remarks
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