

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: 21/09/2020**

### **CIRCULAR**

With reference to circular no.T-59076/1/2020-S M Dte dated 17/08/2020 vide which information pertaining to IT inventory in prescribed format was requested from respective Units/Directorates/Sections.

However the requested information is still awaited from most of the offices. The list of offices from which the information has been received is enclosed at Annexure-I. All other offices are requested to send the requisite information in the prescribed format at the earliest to facilitate the work of physical verifications and maintenance of IT items in CWC HQ.

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

**Encl: Annexure-I.**

**Signature valid**

Digitally signed by SYED  
FAHEEM HAIDER ABIDI  
Date: 2020.09.21  
13:55:40 +05'30' (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.



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## Annexure-1

**List Of Directorates/Offices from which information pertaining to IT items has been received**

Sl.No.	Office
1.	BP-I Dte.
2.	BP-II Dte.
3.	BP-III Dte.
4.	BPMO
5.	CE (FMO)
6.	Coastal Management Dte.
7.	Cost Appraisal (HWF) Dte.
8.	D&R Coordination, Dte.
9.	E.A. Dte.
10.	Emb(N&W) Dte.
11.	Hyd(C) Dte
12.	Instrumentation Dte.
13.	ISM-1 Dte.
14.	Member (WP&P)
15.	Mon(N) Dte.
16.	Mon(S) Dte.
17.	NWP Dte.
18.	P&P Dte.
19.	RMCD
20.	RO Dte
21.	WP&CC

छटवीं तल(दक्षिण), सेवा भवन  
राम कृष्ण पुरम, नई दिल्ली -110066  
दूरभाष: 011-29583615,  
ईमेल: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♣

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### **CIRCULAR**

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](mailto: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
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## Performa for Submission of Information pertaining to IT equipment

Office/Directorate:

[illegible]