

I/214762/2025

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

The Guidelines for distribution of IT equipment and consumables and determining the useful/serviceable life of T&P IT items at CWC (HQ) have been finalised by a committee constituted under Chief Engineer (HRM), CWC, with the approval of competent authority.

Accordingly, the guidelines approved by Chairman CWC are issued herewith, as attached in Annexure-1.

This issue with the approval of competent authority.

(Awdhesh Kumar)
Deputy Director

To

All CWC(HQ) Officers through CWC Website

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The policy/guideline for the distribution of IT equipment and consumables in CWC (HQ).

A Committee was constituted, with the approval of the Chairman, CWC, under the Chairmanship of the Chief Engineer (HRM), CWC, for the purpose of finalizing a policy on the distribution of IT equipment and consumables and determining the useful/serviceable life of T&P IT items at CWC (HQ). Accordingly, the following guidelines are issued:

- SM Dte is entrusted with purchase, issue, and maintenance of most of the IT related items at CWC(HQ), this policy applies to all employees posted at CWC (HQ) who require IT-related equipment and consumables for the execution of their official duties.
- In case of malfunctioning, fault or damage to any of the issued items, the concerned office shall coordinate with SM Dte. for maintenance schedules and related issues on an immediate basis.
- Items beyond repair shall be replaced with the appropriate replacement/disposal provisions.
- Consumable items related to IT like printer cartridges etc. are not included in the scope of scrapping on account of the fact of its nature as consumable.

A- T&P Items distribution:

Sl. No.	Item Description	General Configuration	Eligibility	Remarks
1	Desktop /PC	i5 or equivalent	Up to JE/ equivalent	<ul style="list-style-type: none"> • Request for Desktop/PC as per mentioned configuration must be submitted in SM Dte with approval of Director. However, due to specific functional requirement, request for Desktop/PC with any variation in configuration is to be submitted after approval from respective Chief Engineer along with proper justification • For Workstations, a special
		i7 or equivalent	AD-II & above	
		All in One Desktop	Member and above	

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Sl. No	Item Description	General Configuration	Eligibility	Remarks
.				request must be submitted to the SMD with proper justification and prior approval from the respective Member.
2	Printer/MFP A4	B/W	For SO and above	<ul style="list-style-type: none"> • Colour A4 printers shall be issued only upon submission of a justified requirement and with prior approval from the respective Chief Engineer. • In offices equipped with heavy-duty centralized printers, individual printers shall be issued only to Section Officers (SO) and above. Other users are advised to utilize the shared facility for optimal resource usage. • For issuance of individual printers to officials below the level of SO, a specific request must be submitted to the Software Management Directorate (SMD) with proper justification and approval from the respective Chief Engineer.
		Colour	Director & above	
3	Scanner	Sheet fed/ Printer cum scanner	Based on Utility and Requirements	
4	Photocopier/ MFM (A3)	B/W	Issued to the Section/Directorate	Based on proper Justification and after approval of concerned Director.
		Colour		Based on proper Justification and approval of concerned Chief Engineer
5	UPS (Online)	1 KvA, 2 KvA, 3 KvA, 5 KvA	Upon requirement	Based on proper Justification and approval of concerned Chief Engineer

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B- Consumables Items distribution:

Sl. No.	Item Description	Category	Frequency	Remarks
1	Pen Drive 32 GB	All permanent Employees up to AD	Once in 2 Years	Any additional specific requirement for pen drive request must be submitted to the Software Management Directorate (SMD) with proper justification and prior approval from the respective Chief Engineer. Request for Wireless keyboard & Mouse to be submitted after approval of respective Chief Engineer. Request for any External Hard Disk to be submitted after approval of respective Chief Engineer.
2	Pen Drive 64 GB & above	DD & above	Once in 2 Years	
3	Wireless keyboard & Mouse set	Director & above	Utility and Functional Justification	
4	Wireless Mouse	Director & above	Utility and Functional Justification	
5	Speaker	Director & above	Utility and Functional Justification	
6	External Hard Disk 2 TB	Director & above	Utility and Functional Justification Once in 5 Years	
7	External Hard Disk 1TB	DD & above	Utility and Functional Justification Once in 5 Years	
8	Headphone with and webcam	JE & above	Utility and Functional Justification	

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C- Useful Life of T&P items

Sl.No	Item Description	Useful Life (Years)	Remarks
1.	Laptops	4	As per Guidelines for condemnation/scraping & disposal of IT products/Equipment issued by Ministry of Communications & IT issued vide letter no. 8-11/2012-13/IT-I dated 09/01/2015
2.	Desktops	5	
3.	UPS excluding battery	5	
4.	Printers / Scanner / Photocopier Machines	5	
5.	Data Communication Equipment/LAN switches/routers/data cables	5	
6.	Server	5	

- IT equipment may also be condemned on the following grounds:
 - Equipment which has become obsolete technology-wise and can't be upgraded and support from vendors either paid or unpaid does not exist and their use may result in security threat/ unauthorized access to data.
 - Beyond economic repair: When repair cost is considered too high (Exceeding 50% of residual value of equipment taking depreciation into account), and the age of the equipment. Such cases should be dealt with on case-to-case basis and have concurrence of finance. In case of IT equipment (Except Laptop for which 25%), a depreciation of 20% may be taken for calculation of residual value.

Receipt and surrender of IT items by Officers

- In CWC HQ, the T&P items will be issued to individual users on the basis of request with functional requirement received in issuing Directorate and availability of the items in store.
- Once the items are issued it will be the responsibility of user to inform the respective store office in case the item is not being used or relocated in the office.

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- During transfer or superannuation of the officer, the T&P IT items are to be officially handed over to the branch officer of the office or returned to the store office.
- The issue of No Objection Certificate by store office and e-Office updation will be done only after proper relieving of all T&P items issued to the user in previous office.
- Any T&P request received in SM Dte from offices having T&P received from other sources (Other than SM Dte eg Consultancy, RDC etc) also, the T&P available from other sources will take into consideration before issue of requested item.

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