

Government of NCT of Delhi
DEPARTMENT OF INFORMATION TECHNOLOGY
9th Level, B-Wing, Delhi Secretariat, IP Estate, New Delhi-110002

No. F.3.(3)/2006/IT/6051-65 Dated:- 30/9/09


CIRCULAR

Sub: **Guidelines for procurement of Computer Hardware, Software and Computer Accessories etc.**

Ref: Department of Information Technology, Govt. of NCT of Delhi Circular No.F.10(6)/2005/IT/3139-68 dated 24.7.2008.

1. In continuation of Circular No. No.F.10(6)/2005/IT/3139-68 dated 24.7.2008 issued by Department of Information Technology, Govt. of NCT of Delhi, a check list has been prepared to ensure timely clearance of the projects in TEC meeting.

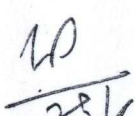
2. It is requested that proposals may be sent along with the check-list enclosed.


(Savitur Prasad)
Secretary (IT)

No. F.3(3)/2006/IT/6051-65 Dated:- 30/9/09

Copy to:-

- 1) All Pr.Secretaries/Secretaries/HODS of Govt. of NCT of Delhi.
- 2) Pr.Secretary to Hon'ble Lt. Governor, Delhi.
- 3) Chairman/MDs of PSUs, Govt. of NCT of Delhi.
- 4) All Heads of Local Bodies/Autonomous Bodies, Govt. of NCT of Delhi.
- 5) All Secretaries to the Hon'ble Ministers, Delhi Sectt, New Delhi.
- 6) OSD to Chief Secretary, Delhi.
- 7) SIO, NIC, Delhi Sectt, New Delhi.


(Savitur Prasad)
Secretary (IT)

Checklist *

1(a) Technical details of the proposal

1.	Brief of the proposal	
2.	Type of proposed technology (in brief)	
3.	Name of Software Application	
4.	Whether system study conducted ?	Yes/No
5.	Whether LAN exists or not?	Yes/No
5(a)	If yes, number of LAN points with diagram	

1(b)

	Hardware	Existing	Proposed	Reasons for requirement
(i)	PCs			
(ii)	Servers			
(iii)	Printers			
(iv)	Laptops			
	Software			
(i)				
(ii)				
	Manpower			
(i)				
(ii)				

*** Fill appropriate/relevant columns**

2. Financial details of the proposal

1.	Total cost of the project	
2.	Whether Budgetary provision exists. If yes, mention Head with amount.	Yes/No
3.	Whether file has been approved by the Internal Accounts Division [Finance wing of the department]	Yes/No
4.	Whether the proposal is approved by Pr.Secretary/Secretary concerned as per Delegation of Powers	Yes/No

3. Administrative details of the proposal

1.	(i) Whether stock entry has been regularly ensured for all previous purchase's.	Yes/No
	(ii) When was the last stock-taking carried out?	
	(iii) When were the last stock condemnation carried out	

4. Additional details for Procurement of Laptops

1.	i) Officer's for whom the Laptop is required	
	ii) Whether the officer is entitled for Laptop	Yes/No
2.	Number of Laptops proposed in the proposal	
3.	Status of Laptops purchased during the past five years	
4.	Justification for the proposal	
5.	Whether Budget provision for the same exist in current financial year	

(Savitur Prasad)
Secretary (IT)