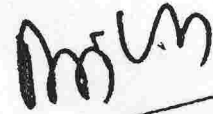


OFFICE OF THE ADDITIONAL CHIEF EXECUTIVE OFFICER
DELHI JAL BOARD
VARUNALAYA PHASE-II KAROL BAGH DELHI

CIRCULAR

In order to stream line the procedures for procurement of hardware, software and annual maintenance contracts related with computers located in various field offices, following procedures shall be adopted.

1. Concerned EE/DDO/Administrative head of the field office shall henceforth be responsible for the procurement of hardware (alongwith their consumables), software and annual maintenance contract requirements. The hardware requirements shall be limited to the procurements of CPU, Monitor, UPS, Printer, Keyboard, and Mouse. Such procurements shall be allowed with due approval from the concerned Chief Engineer/Director (Revenue). The field offices shall include offices located in Varunalya Ph I and Old Building. EDP Cell shall separately circulate the technical specifications and number of computer procurements for various field offices.
2. For specific hardware requirements, other then mentioned in 1 above, a 'No Objection' shall be obtained from EDP cell, by the field office.
3. The procurements shall be inline with the guidelines issued by Government of Delhi and the details of the guidelines are available on website www.it.delhigovt.nic.in.
4. EDP cell shall continue to procure hardware, software and annual maintenance contracts requirements for the offices located in Varunalya Phase-II. EDP shall also continue be responsible for procurement and operation and maintenance related with LAN & Network services of the headquarter.



(ASHISH KUNDRA)

Addl. CEO

Dated 23-8-06

No Addl CEO/EDP/06

Copy to:

1. Member (A)/(F)/(W)/(D)/CVO/Secy.
2. All CE/SEs/EEs.
3. Dir(F&A)/Dy A&FOs/ACAs
4. Dir(Revenue)/Joint Directors.
5. Dir(A&P)/ACs/ADOV/EO/LO/LWO/PRO
6. EE(EDP)

**OFFICE OF THE ADDL. CEO
DELHI JAL BOARD
VARUNALAYA PHASE-II KAROL BAGH**

Addl CEO/EE(EDP)/2006/

97073 to 9729
CIRCULAR

Dated 07-09-06
8

This is in continuation to the circular issued earlier by Addl. CEO on 23.8.2006, whereby concerned EE/DDO/Administrative Head (Field Offices) were made responsible for procurement of Hardware, Software and for annual maintenance contract requirements. In this regard it further circulated for information that the Hardware procurements shall be restricted to the total numbers mentioned below against each office.

S. No.	Name of office	Hardware Specification	Unit-wise computer requirements	Total
1	Chief Engineers	CPU- P IV 3.06 Ghz, Monitor- 15" CRT , UPS 650 VA, Printer Laser(B/W)/ Inkjet, Keyboard, Mouse- OEM.	Self 1 PA 1 EO 1	3
2	Superintending Engineers	-do-	Self 1 PA 1	2
3	Executive Engineers	-do-	Self 1 Establishment 1 Accounts 1	3
4	Water Emergencies	-do-	1	1

The above mentioned requirements are indicative only but maximum permissible. In some offices, like construction offices etc. the requirement of numbers may even be less. Similarly in some offices a lesser configuration than what has been suggested above, may serve the purpose. In such cases, the procurements may be restricted to the actual minimum requirements, based on merits. Other field offices, not been covered above and whose total numbers of Computer requirement are unique, shall seek the approval of concerned Chief Engineers/Director of Revenue for Computer requirements in/under their offices.

It has been experienced many a times that when the EDP staff visits field offices for repair of hardware/software etc. the important CDs like Recovery, Operating Software, Drivers etc. (which had been issued to the user at the time of issuing of computer from EDP Cell) are not made available as a result of which difficulty is being faced for setting right the problem. It is desirable that such important CDs are kept in safe custody and made available to the to the EDP staff as well as to the Annual maintenance Contract representative, on demand. The responsibility for non-restoration of the system, for want of these CDs from the field offices, shall be of the concerned Head of the unit.

Complaints have been received from some offices about the unsatisfactory service from firms, which have undertaken the annual maintenance contracts or whose Hardware is still under guarantee. In this regard it is desirable that matter be taken with the concerned firm/manufacturers and they be insisted upon to furnish a complaint number, against the complaint lodged by them. In case the firm dose not respond timely or give an unsatisfactory service, then the matter may be brought to be notice of EDP Cell with references of the complaint number along with date etc. The list of Telephone numbers of the firm/manufacturers/authorized agency responsible for annual maintenance contracts as well as for warranty periods has already been issued previously by the EDP cell.

The above mentioned instructions may be adequately brought to the notice of all subordinate offices.

OFFICE OF THE
ADDL. CEO
DELHI JAL BOARD
VARUNALAYA


Addl CEO

Secretary NDMC

11C

ELECTRONIC DATA PROCESSING CELL
DELHI JAL BOARD, GOVT OF NCT OF DELHI
6TH FLOOR, VARUNALAYA-II
KAROL BAGH, NEW DELHI-110005

No.DJB/EDP/Laptop/2010

112005

Dated: 2nd Nov. 2010

OFFICE MEMORANDUM

Subject: Laptop and wireless internet facilities.

The Competent Authority has accorded approval for an amount up to ₹50,000 (Rupees fifty thousand) only for each Executive Engineers, Dy.Directors (F&A), Dy.Directors(Revenue), Joint Directors(Revenue), Director (EDP) and In Charge EDP to enable them to procure one laptop and one wireless Internet connectivity device. An indicative configuration for the laptop is also being attached for reference but eligible official could take higher configuration depending on their intent/need. The officials should not go below to the indicative configuration and same has to be mentioned when placing order for purchase of the laptop. The above facility would be available to Directors/SEs and above also. This will be in nature of reimbursement for which eligible officials would be entitled once every five years while working in Delhi Jal Board.

1. After having made the requisite purchase, the officials will furnish the bill to the concerned DDO clearly stating that he has spent the amount ₹50,000/- for the above mentioned purpose and claim reimbursement i.e. actual payment, limited by ₹50,000/- whichever is less.
2. In case of resignation/repatriation of an official from DJB, he will be allowed to buy back the laptop and data card at proportionate value based on total period of five years of life cycle. For example if an official leaves DJB after 12 months on account of resignation/repatriation, he will be allowed to buy back the laptop and data card at a proportionate value of ₹20,000/- (i.e. 40% of ₹50,000/-) for remaining 48 months life of the laptop etc out of five years. For this purpose, a period of six or more months will be considered as one year.
3. The above facility/ schemes are also extended to those officers who is already having the officially procured/issued laptop and not more than five years old. They are given option to buy back after the end of its usefulness/ normal life span (five years) or midway after paying the depreciated value(proportionate) to the DJB.
4. The above facility is also extended to officers in above categories over 55 years (Retirement age minus five years), provided they agree to pay the proportionate residual value at their superannuation age in advance.
5. In case of death of an official before completion of five years, it will be presumed that laptop and data card purchased by him have outlived their life at the time of death and no recoveries will be made from family of deceased official.
6. Electronic Data Processing Cell will act as nodal department and EE (EDP) will act as nodal officer for implementation of this facility clarifications.
7. An amount of ₹600/- per month will be provided as recurring expenditure for wireless Internet connectivity through wireless connectivity device. The official can claim half yearly (i.e. ₹3,600/- or yearly (i.e. ₹7,200/-) or actual payment which ever is less by simply intimating the DDO on a plain paper, duly signed by him. If it is more than ₹600/- in any month the over all ceiling of ₹7,200/- will be applicable final per annum.

By Director (F&A)

No. 5100

Date 2/11/2010

Delhi Jal Board

(Signature)
2/11/2010
(D VARMA)
DIRECTOR (EDP)

To
CEO/Member(admin.)/Member(Finance)/Member(Water Supply)/Member(Drainage)/CVO/Secretary
DJB/Addl.CEO
Director(A&P)/Director (Revenue)/Director(F&A)/Director (Vigilance)
All EEs/SEs/CEs
All DDOs
All Joint Directors(Revenue)/Dy.Directors(Revenue)
All Dy.Directors(F&A)
All AOs/AAOs

DND 11

An indicative configuration of the laptop for reference

Processor	Mobile Intel Core i5, 520 M chipset 2.4 GHz with 3 MB L3 cache, or Mobile Intel Core i7, 620M chipset 2.66 GHz with 4MB L3 cache
Chipset & Motherboard	Intel 5 series or higher chipset on OEM Mother board.
Memory	2GB DDR3 RAM expandable up to 8 GB
HDD	320GB 5400 rpm (min.) SATA or 520GB 7200 rpm (min.)
Display	14" (35.6 cm) or above (TFT) active Matrix Wide Screen Display.
Resolution	1280x768 WXGA or higher
Video controller	Integrated Intel HD Graphics or Dedicated graphics with 512 MB memory
Wireless Connectivity	Integrated wireless Intel 802.11 b/g/n, Integrated Blue tooth
DVD Writer	Integrated DVD writer 8X and integrated stereo speaker
Key Board	Key Board with Touch Pad
Expansion Port	3 USB, 10/100/1000 Ethernet card, RGB or S-Video or VGA/HDMI, PCMCIA/PCI Express slot, 3in one card reader, Microphone, stereo headphone & other jacks & sources or 3 USB, 10/100/1000 Gigabit Ethernet card, VGA/HDMI, PCMCIA/PCI Express slot, E-SATA Port, Microphone, stereo headphone
Operating System	Microsoft Windows 7 Professional/Suix Linux (as applicable) preinstalled & Norton/McAfee Antivirus Software latest Version with minimum 365 days license of windows OS
Power Supply	230V 50 Hz AC S... rechargeable battery Comprising of Li-Ion battery Suitable for approx 4hrs operation complete with battery charger/adaptor
Warranty	Minimum three years onsite warranty except battery (one year)

NCT
53110

8/11

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DELHI JAL BOARD
Electronic Data Processing Cell
Varunalaya-II, Karol Bagh,
New Delhi. 110005.

No. DJB/EDP/2008/002-7/ 10634 to 10728

Dated:- 23-1-8

CIRCULAR

EDP cell gets the requisition of pen drives from the different branches from time to time. Often EDP cell has to wait for the demands to pour in from the different department so that the demands get to become a sizeable number when the purchase can be made. This causes delay in purchase and often complaint from the requisitioning department/branches.

As the various branches have the imprest available to meet the contingency expenditures, they are advised to make the purchase of pen-drives as per their optimal requirements out of their imprest fund and need not send the requisition to the EDP cell for making purchase.



(S.B. SHASHANK) 24/1/08
DIRECTOR REVENUE/EDP

1. All concerned offices of Varunalaya Phase-II
2. ZROs having computerized cash counters.



DELHI JAL BOARD
ELECTRONICS DATA PROCESSING CELL
6TH FLOOR, VARUNALAYA PHASE-II,
KAROL BAGH, NEW DELHI-110005

No.DJB/EDP/Purchase/2009/

47504

Dated: 8-5-09

CIRCULAR

EDP Cell gets the requisition from different offices of DJB from time to time, for replacement of Keyboard & Mouse. ^{From} The nature of the complaints, it is noticed that damage is either due to usage or cuts by rats etc. The Present prices of Mouse & Keyboard are very low (Rs. 120/- to 220/- appx.) in the market. As all the offices have recoupable imprest to meet the contingency expenditure, it is advised to make the purchase of Keyboard and Mouse etc. from the imprest as per requirement and henceforth the requisition for purchase of the same may not be sent to the EDP Cell.

1. All Offices of Varunalaya complex.
2. ZROs having computerized cash counters.

V.K. Gupta
8/5/09
(V.K. GUPTA)
EE(EDP)
[Signature]

Copy to:

Dir(Rev/EDP) for kind information please.

LSY EDP