F.No.DJB/EDP/Addl.CEO/Decentralized/2015/ 42250   Dated___15 APR 2015

CIRCULAR

DJB is in the process of linking various activities performed in its offices located throughout Delhi through a comprehensive Enterprise Resource Planning (ERP) system. The implementation of such IT systems would require supporting computer hardware at various offices and establishments of DJB. At present, the procurement of computer hardware is being handled centrally by EDP Cell. It has been observed that due to continuous demand of various offices and incomplete data/information regarding existing and proposed requirements, delay occurs in consolidation and procurement of hardware in a centralized manner.

In order to avoid delays in procurement and to ensure timely & easy resolution of hardware requirements in various offices, it has been now decided to decentralize the procurement of computer hardware at the level of respective offices. The following guideline shall apply for the decentralized procurement of computer hardware:
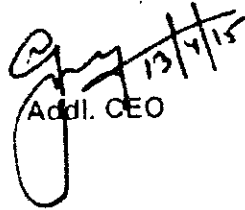
1) The hardware procurement shall be restricted to the total numbers mentioned below against each offices:

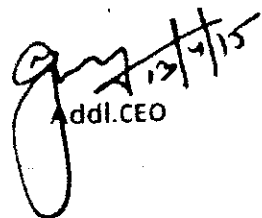| S.No.	Name of office	Hardware specification	Unit-wise computer requirements	Total
1	Chief Engineers or Directors	Desktop system Intel i5/i7 (4GB/8GB RAM + upto 1TB HDD +20" TFT/LCD/LED display + windows 7/8 OS) UPS 650 VA, All in One Printer Laser (B/W) Per unit maximum limit is Rs. 50,000 for computer and Rs. 15,000 for printer/All in One.	Self-01 No PA-01 No EO-01 No Estb-01 No	-04-
2	Superintending Engineers, Jt. Directors	-do-	Self-01 No PA-01 No Estb-01 No	-03-
3	Executive Engineers, Dy. Directors	-do-	Self-01 No Estb-01No Accounts -01 No	-03-
4	Water Emergencies	-do-	01 No.	-01-
5	Z R O	-do-	Self-01 No. Estb.-1 No.	-02-

2) All DDOs/Office Head may procure all Computer Hardware items as per order of DOIT (Govt of NCT of Delhi) under ref No F10 (135)/2009/IT/1402 -05 dated 09/02/2010(Annexure 'A'). However, option of procuring any item from open market should be exercised only when item is not available through DGS&D rate contract or NICSI or ICSIL. Further, fresh item should not be procured without condemnation of item as prescribed.

3) Other Petty Hardware items like Key board, Mouse, Pen Drives, printer cartridges and Anti-Virus etc., may be procured as decided by DDO as per their office requirement.

4) The above-mentioned requirements are indicative only but maximum permissible. In some offices, a lesser requirements 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/ Directors for Computer requirements in/ under their offices.

5) A separate Stock Register for maintaining the IT equipments, computer, printers. keyboard, Mouse, Pen Drives, Printer cartridges and Anti-Virus etc. should be maintained by all offices/DDOs

6) Any modification/deviation from specification mentioned above should be allowed with due approval of Chief Engineer /Director Concern after consultation from EDP Cell.

Addl. CEO

_ Copy to:

    1. CEO/Member(A)/F/W/D/CVO/Secy
    2. Dir(A&P)/Dir(Rev.)Dir(F&A)/DTQC/Dir(BP).
    3. All CEs/SEs/EEs
    4. System Admn
    5. EE(EDP)

Addl.CEO