

Govt. of NCT of Delhi
Department of Information Technology,
9th Level, B-Wing, Delhi Secretariat

F.No.3(3)/2007/IT/3576-3750

Dated: 15-5-2014

CIRCULAR

It has been observed that while submitting the proposal for procurement of hardware/software and Technical clearance of IT related projects, many departments are not providing the complete details of the projects, existing hardware etc. which is required to access the requirement of the department.

Further in the absence of the details, Department of Information Technology experiences difficulties in granting technical clearances for e-Governance related proposals submitted by various departments.

It is therefore requested that the Departments shall submit details as per the Annexure -I within 15 days of the issue of this circular. A soft copy of the details as per the Annexure-I is available at website <http://it.delhi.gov.in>. In case technical help is required for preparing inventory/details, IT Department may be contacted.

Note:- No IT related proposal shall be accepted in Department if the said information as per Annexure-I is not provided.

 13/5
Additional Secretary (IT)

To,

1. All Pr. Secretaries/Secretaries/Head of Departments
2. All Heads of Local Bodies
3. All Secretaries to Ministers
4. OSD to Chief Secretary, Delhi
5. Secretary to Hon'ble L.G.



Name of the Department:-

1. Details of Existing Hardware:-

No. of Hardware and their procurement year wise	Computers		Printers		Scanners		UPS		Plotters		Laptops	
	Procured	Condemned	Procured	Condemned	Procured	Condemned	Procured	Condemned	Procured	Condemned	Procured	Condemned
- Current F.Y. i.e. 2014-15												
- 2013-14												
- 2012-13												
- 2011-12												
- 2010-11												
- 2009-10												
- Before 2009												

2. Details of Software Procured condemned.

No. of Hardware and their procurement year wise	Software Details	
	Qty. Procured	Condemned
- Current F.Y. i.e. 2014-15		
- 2013-14		
- 2012-13		

-	2011-12					
-	2010-11					
-	2009-10					
-	Before 2009					

3. Details of Servers/Routers/Switches Procured and Condemned

No. of Hardware and their procurement year wise	Servers		Router		Switch	
	Procured	Condemned	Procured	Condemned	Procured	Condemned
- Current F.Y. i.e. 2014-15						
- 2013-14						
- 2012-13						
- 2011-12						
- 2010-11						
- 2009-10						
- Before 2009						

4. Previous TEC/DIT Approval Details if any (Last 5 years)

S. No	TEC /DIT MOM Date	TEC approval – Qty. of Hardware/Software Approved	Remarks of TEC/DIT if any

5. Details of Existing LAN/Requirement

S.No	Description	Qty. existing	Qty. Required
1.	No. of Nodes		
2.	Bandwidth of Leased Line		
3.	Switches (Managed)		
4.	Switches (Unmanaged)		
5	Routers		

6. Deployment of Systems/Branch Wise/Requirement

S.No	Branch Name	No. of Officers/Staff	Qty. existing	Qty. Required
1.			Computer	Computer
			Printer	Printer
			MFP	MFP
			Scanners	Scanners
			Plotters	Plotters
			UPS	UPS
			USB external HDD	USB external HDD
	Any other hardware	Any other hardware		

7. Details of the IT related Projects undertaken by the Department in last 5 years :-

S.No	Name of the Project and Description of the Project	Current Status	Date of Initiation	Date of Kick-off	Date of Completion	Future Scope/Remarks

(Signature of Head of Office/Project Incharge)