

By e-Mail

**OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
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No. EDP/2859/HW-Maint/18-19

Date: 21.03.2019

MOST IMPORTANT CIRCULAR

To

All Sub Offices under CDA Chennai

Sub : AMC for PCs , computer peripherals and UPS for the financial year 2019-2020 and maintenance of Dead Stock Register – Reg.

The contents of this Office letter of even no. dated 04.02.2019 and Important Circular dated 26.02.2019 may be recalled wherein the details of hardware held at the respective Sub-Offices were called for. However, many of the Sub-Offices have furnished incomplete data viz; by not mentioning the make of the machines, year of purchase, cost etc. The copy of the dead stock register was also sought for as per the directions of the Competent Authority. The same has also not been received from many of the Sub-Offices which is viewed with serious concern.

Wherever the requisite data are not available at your end, the configuration details, year of make, processor type can be ascertained by following the steps given below:

- (i) Click on the "RUN" available in the start menu.
- (ii) Type in the box "MSINFO32".
- (iii) Screen showing the details will appear.
- (iv) A screen shot of the same is enclosed.

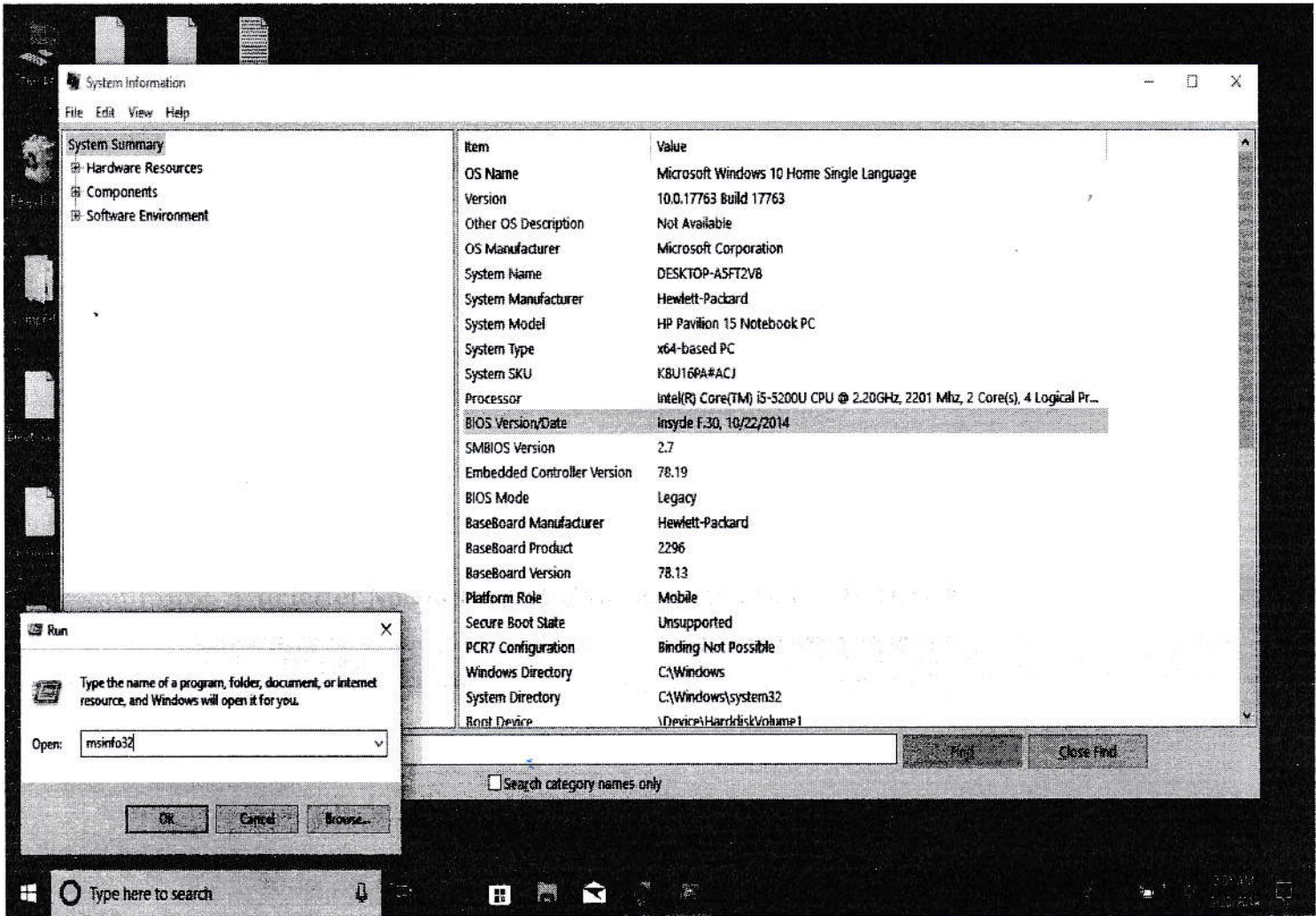
The Competent Authority has directed that all the Sub-Offices under the organisation of CDA Chennai should submit the copy of the dead stock register before 04.04.2019. The copy shall be sent by mail to: cda-mad@nic.in. The offices who have furnished the **complete details/copy of the dead stock register** already need not to furnish the same again.

It has also been directed further by the Competent Authority that Dead Stock Register should be maintained by all the Offices duly mentioning the full particulars of the items received including software, which may be noted for **STRICT** compliance in future procurements.

CDA has seen.

Encl: Annx. 'A' & 'B'


(S.S. Deban) 21/03/19
Asst. Controller



Annexure 'B' to letter No. No. EDP/2859/HW-Maint/18-19 Date: 21.03.2019

Sl.No.	Brand of the PC	Machine Sl.No.	Type of Processor	BIOS version date	Taken on charge	Status(Working/Not working)

**Signature of the Head of Office
Office Seal**