

GOVERNMENT OF PONDICHERRY  
DIRECTORATE OF INFORMATION TECHNOLOGY

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No.652/DIT/D1/2011/2075

Puducherry, dated 18.7.2013

CIRCULAR

Sub: Purchase of I.T. related equipments – Standing Orders.

- Ref: 1. Circular No.G.17014/2/F3/2002, dt. 30.1.2002 of the Finance Department, Puducherry.  
2. G.O.Ms. No.59, dt.19.7.2002 of the Dept. of Personnel and Administrative Reforms (PW), Puducherry.

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In order to simplify the process involved in the purchase of I.T. related equipments, it has been decided that the following purchase proposals are exempted from the approval of this Directorate. However, approval of the respective Secretaries/ Heads of Departments may be obtained.

- a) *Replacement of existing I.T. equipments, except servers, exceeding seven years of life, under buy-back scheme, as per the suggested configuration indicated against the User/Requirement in this Directorate's circular, issued from time to time. If the Department selects computers with configuration deviating from the suggestions, technical clearance of this Directorate is required.*
- b) *Setting up of Local Area Network (LAN) in Departments/Offices, under DGS&D items, rates, terms and conditions.*
- c) *Procurement of items covered under any Project vetted by the Govt. of India (or) by the Project Committee with the Director of Information Technology, Puducherry (or) the State Informatics Officer, National Informatics Centre, Puducherry, as a member of the Committee.*

2. Further, for all I.T. hardware/software purchases the User Departments may place order directly to DGS&D (or) NICSI preferably, subject to the discretion of their respective Secretaries, as per their respective terms and conditions, covering both the supply and inspection. The DGS&D rate contract for the procurement of I.T. equipments and validity period are as notified in the website [www.dgsnd.gov.in](http://www.dgsnd.gov.in). The details pertaining to NICSI rate contract may be obtained through the National Informatics Centre, Puducherry Unit.

3. As most of the Departments have reasonable number of computers for their day-to-day functioning, proposal for additional requirements only will be studied in details by this Directorate, in future. The sub-offices in Puducherry region and branch offices at outlying regions should submit their proposals through their respective Heads of Departments.

(P.T.O.)


4. The procurement towards replacement of Servers has to be factored considering the presence of State Data Centre, which is operational and the need for the server in decentralized environment, i.e., at the User Departments.

5. All I.T. hardware and software are subject to audit. Hence, a comprehensive list of all I.T. products with make, model, serial number, date and price of purchase, location details, along with A.M.C. details may be maintained in a separate register. These details have to be furnished to this Directorate, signed by the respective Head of Department, along with contact person details, in the format as in Annexure-II, along with the details of proposed items, in the format as in Annexure-I, whenever a new purchase proposal, other than the exemptions stated in Para 1 above, is sent to this Directorate for technical clearance, failing which the proposal will be returned.

6. The details of existing I.T. related equipments in the User Departments are to be furnished to this Directorate, after completion of stock verification at the end of the financial year, so as to enable this Directorate to maintain a database, in this regard.

7. This issues with the approval of the Department of Personnel and Administrative Reforms (PW), Puducherry, vide I.D.No.A.48011/28/2013/DPAR/CCD(2), dated 4.7.2013.

/BY ORDER/

  
18/7/13  
(L. KUMAR)  
DIRECTOR (IT)

To

1. All Heads of Departments.
  - With a request to circulate among the sub-offices under their control.
2. The Collector, Karaikal.
  - With a request to circulate among the branch offices in Karaikal region.
3. Regional Administrator, Mahe/Yanam.
  - With a request to circulate among the branch offices in their respective regions.

ANNEXURE-I

**PROFORMA SHOWING DETAILS OF THE PROPOSED COMPUTER SYSTEMS & ACCESSORIES**

Sl. No.	Proposed Item	User	Location to be installed	Purpose		Software tools to be used	Power backup arrangements available or proposed	Areas to be computerized in the near future
				Name & brief of the Application Program developed, if any	Other than Application Program			
1	2	3	4	5	6	7	8	9
				###				

**Contact person for further details:**

Name :

Designation :

Phone Number :

**Signature of the Head of Department**

**###**

<b>1. Name :</b>
<b>2. Language/ Tool/ Database used :</b>
<b>3. Whether multiuser/ single user :</b>
<b>4. Classification of application (G2G/G2B/ G2C) :</b>
<b>5. Developed by whom :</b>
<b>6. Brief of the application :</b>
<b>7. Whether Centralized or Client based application :</b>

**ANNEXURE-II**

**PROFORMA SHOWING DETAILS OF ALL THE EXISTING I.T. RELATED EQUIPMENTS**

<b>Sl. No.</b>	<b>Item Description (with make, model and serial number)</b>	<b>Qty.</b>	<b>Date of purchase</b>	<b>Whether under Warranty/AMC</b>	<b>Location /User details</b>	<b>Usage – Office Use/ SW Application Usage/ Designing Purpose</b>

**Contact person for further details:**

Name :

Designation :

Phone Number :

**Signature of the Head of Department**