



यूजेवीएन लिमिटेड

(उत्तराखण्ड सरकार का उपक्रम)

UJVN LIMITED

(A Govt. of Uttarakhand Enterprise)

पंजीत काठ : "उज्जवल", महारानी बाग, जी०एम०एस० रोड, देहरादून - 248 006 (उत्तराखण्ड), दूरभाष: 0135-2761485, फैक्स: 0135-2761549
Regd. Off: "UJJWAL", Maharani Bagh, G.M.S. Road, Dehradun - 248 006 (Uttarakhand), Phone: 0135-2761485, Fax: 0135-2761549

NO. 7842 /UJVNL/MD/C-18

Dated: 20/12/13

OFFICE MEMORANDUM

In partial modification to circular No. 520/ED(B&C)/IT Department dated 23.03.2005, following amendments are now hereby made for onward procurement of Computer Hardware & Software:-

01. Decision to procure PC, UPS, Printers (Black&White / Colour) and scanners against fresh requirement shall be taken by concerned General Managers of different offices/sites/valleys upto the limits of Rs. 1 Lacs. Administrative approval for such procurement will be sought from Managing Director. General Managers should ensure the full justified requirement against the non-working and liable to be disposed off IT equipment as per Annexure 1 & 2. Work reasonableness for procuring scanner shall be strictly ensured by GMs.
02. While seeking approval to procure PC, UPS, Printers (Black & White / Colour) and scanners against fresh requirement, the list of existing IT equipment should be examined at the level of GMs and enclosed as per Annexure-3. The list of old/obsolete/non-working existing equipment should also be enclosed as per Annexure 4 & 5.
03. Purchase committee shall exercise financial approval as per delegation given in DoP.
04. Purchase order shall be released by the office of concerned DGM/EE to only those vendors whose names have been mentioned in the latest rate contract list of GoU or who can supply on DGS&D rates (as the case may be).
05. The installation report will be sent to the office of DGM(IT)/EE(IT) who will update the inventory list.
06. To provide approved DGS&D rate contract or rates approved by GoU in the latest rate contract of IT Department of GoU and to upload it on the website of UJVN Limited in each financial year or as and when they are issued/published, shall be the responsibility of DGM(IT).
07. Disposal committee will dispose old/obsolete/non-working IT equipment twice a financial year. DGM(IT) shall ascertain the list of all old/obsolete/non-working IT equipment and their physical availability at Dehradun before placing the details of such items to the committee.
08. Units headquartered at Dehradun;
 - a) having the posting of GMs may also have the option to raise their requisitions to DGM (IT) who in turn will seek approval of MD.
 - b) not having the posting of GMs shall raise their requisitions to DGM (IT) through ED/Director after the process elucidated as above in case of GMs who in turn will seek approval of MD.

[Signature]
O/c Managing Director

No: 7842 /UJVNL/MD/C-18 of dated:

Copy forwarded to the following for information, necessary action and downloading aforesaid annexures from UJVNL's website :-

01. PS to Chairman, UJVN Limited.
02. Director (Projects)/(Operations)/(Finance)/(HR), UJVN Limited. *Dy. (P) may refer his*
03. Executive Directors (Civil)/(E&M)/(Finance)(HR), UJVN Limited. *recommendation dated*
04. All General Manager, UJVN Limited. *4.12.13*
05. Dy. General Manager (IT), UJVN Limited to upload OM and aforesaid annexures on Nigam website. *[Signature]*

[Signature]
(Pankaj Kumar)
General Manager (MD-O)

Circular
(IT Department)

No. 524/ED(B&C)/IT Department

Dated: 23.3.05

To,
Director (Operations/Projects/Finance)
Executive Director(HR)
All General Managers,
All Deputy General Managers
All Executive Engineers
Dy. CAOs
Manager(A&S)

Subject:- Work Allotment & Assignment of duties of IT wing.

1. Procurement of Computer Hardware & Software

Purchase orders of all computers which are to be procured for the entire UJVNL will be issued centrally from the office of EE (IT). The process for procurement of the Computer Hardware and Software (hereinafter called computers) shall be as follows:-

- Concerned office will send their case for requirement for computers in Standard Formats. Sample Formats are enclosed at Annexure-I & Annexure-II giving full justification for the purchase.
- The need for exact number of computers shall be identified after examining the requirement case based on the already existing list of computer systems at that particular office (details for which are as per available inventory list) and justification for the purchase.
- All computers shall be purchased by the office of EE (IT) on the rates approved by the Government of Uttaranchal in the latest rate contract of IT Deptt. of GoU or as per DGS&D rates in case that particular item is not covered by Uttaranchal Govt. rate contract list.
- The case for procurement shall be put up for administrative approval of CMD(UJVNL).
- After getting administrative approval case will be sent to the Purchase Committee for Financial approval.



- After getting all approvals, Purchase Order shall be released by the office of EE(IT) to only those vendors whose names have been mentioned in the latest rate contract list of GoU or who can supply on DGS&D rates (As the case may be).
- Computers shall be directly sent to the site by the vendor. It will be the responsibility of the concerned office and vendor to ensure the proper delivery and installation. The delivery of the computers shall be FOR to concerned office/site.
- It will be the responsibility of the concerned office to ensure proper installation of the computers. Installation of the computers shall be done by the vendor only.
- Measurement of the computers shall be done by concerned office & the same shall be booked in the account of the concerned office.
- After successful installation of the computers their installation report will be sent to the office of EE(IT) who will then update the inventory list.
- Once the computers are properly installed, the passed bills for payment shall be sent directly from the site to the concerned DGM(F&A)
- All the consumables like Internet Card and its renewal, print cartridges and computer furniture etc shall be procured by the concerned office at their own end.
- Any problem during the warranty period shall be handled by the concerned office directly coordinating with the vendor.

2. AMC of Computer Hardware

- AMC for computers which are installed in the Corporate Office will be executed centrally by the office of EE(IT).
- Standard document for AMC shall be prepared by the office of EE(IT) and which will be handed over to the sites for executing AMC with the local firms at their own end so that execution of AMC becomes economical.
- All the existing as well as newly purchased T&P of computers will now be on the books of the concerned account holders only so that the concerned person can properly ensure the safety as well as proper execution of the AMC for the same.

3. Web Base Tendering

A Comprehensive Manual for Web Based Tendering has already been circulated. Web based tendering work will be performed according to the rules and instruction laid down in the manual.

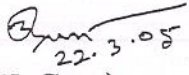
4. Maintenance of DLP Projector installed in Conference hall & Online UPS at UJJWAL

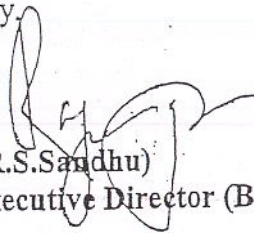
The DLP Projector installed in Conference hall & its Online UPS at UJJWAL & online UPS shall be maintained through the office of EE (IT).

5. Maintenance of Telephone system installed at UJJWAL

The maintenance of EPABX system will be done by the office of EE(IT). However all telephone bills of basic phones at UJJWAL as well as mobile phones with the officers of "Ujjwal" will be passed for payment by Manager (A&S) as per present practice. All other repairing works of mobile phones etc. shall also be carried by the office of Manager (A&S).

This circular is issued after the approval of competent authority.


(A.K. Garg)
CGM(CMDO)


(R.S. Sandhu)
Executive Director (B&C)

CC: CMD, UJVNL



Annexure-1

Proforma for Requirement Approval		
1	Details of Works/Purchase for which approval is required	
2	Full justification as to why the purchase is considered necessary <u>(Please Include the Inventory of existing IT Equipment, allocation & condition status)</u>	
3	Approximate Cost	
4	Head to Which chargeable	
5	If Purchase/Work was made/executed in past than rates paid and month and year of Purchase	
6	In case of works/Supply whether any other cost will be incurred at this work/Supply	
7	Remarks	

(Signature of the Competent Authority)

Annexure-2

<u>Estimate for the Purchase of Computers</u>					
Sl. No.	Item Description and Model	Serial No. as per Rate Contract	Rate(as per latest Rate Contract)	Qty	Amount(Rs)
1					
	Grand Total				

Prepared by

Recommended by

Checked by

Approved by

Annexure-3

INVNTORY OF EXISTING IT EQUIPMENT

Name of the Unit :

Address:

Date :

Name of the Controlling Office :

Address :

S No	Item	Make/Model	Date Purchase Approximate Age Equipment	of or Not Working	Issued to/ Reasons for not working	Remarks

Signature

Name of Section Holder

Designation

Signature

Name of Office In-Charge

Designation

अनुलगनक-4

(अनुभाग/इकाई के प्रयोगाथी)

(निष्प्रयोज्यता हेतु प्रस्तावित उपकरणों के विवरण का प्रारूप)

इकाई/अनुभाग का नाम :-

कारपोरेशन/निगम कार्यालय का नाम:-

दिनांक :-

आइटम नं०	कम्प्यूटर/सहवर्ती उपकरण/उत्पाद का नाम	प्लांट/इनवेन्टरी/ रिकार्ड रजिस्टर नं०	मेक/माडल/सीरियल नं०	क्रय वर्ष (वास्तविक/अनुमानित)	क्रय मूल्य	वर्तमान बुक वैल्यw@40 वार्षिक हास	टिप्पणी

Name :

Designation: Draftsman/Computer/JE etc.

(Account Holder)

Name :

Designation:

(Verifying officer)

Name :

Designation:

(Head of the Unit/Office)

(निष्प्रयोज्यता समिति द्वारा उपकरणों की निष्प्रयोज्यता प्रारूप)

निष्प्रयोज्यता टिप्पणी संदर्भ :-

दिनांक :-

आइटम नं०	कम्प्यूटर/सहवर्ती उपकरण/उत्पादन का नाम एवं विवरण	मेक/माडल	निष्प्रयोज्यता का आधार				निष्प्रयोज्यता हेतु टिप्पणी (हाँ/नहीं)	अवशेष/ रिजर्व मूल्य
			टेकनिकली आबसोलिट (हाँ/नहीं)	बियोन्ड इकानोमिक रिपेयर (हाँ/नहीं)	अनसर्विसेबुल (हाँ/नहीं)	फिजिकली डेमेज्ड (हाँ/नहीं)		

निष्प्रयोज्यता सारोश

प्रस्तावित आइटम की संख्या	
अनुमोदित आइटम की संख्या	
अस्वीकृत आइटम की संख्या	

Approved by:

Name :

Designation: महाप्रबन्धक (वित्त)
(सदस्य-निष्प्रयोज्यता समिति)

Name :

Designation: एन०आई०सी० के प्रतिनिधि
(सदस्य-निष्प्रयोज्यता समिति)

Name :

Designation: उप महाप्रबन्धक (आई०टी०)
(सदस्य-निष्प्रयोज्यता समिति)

Name :

Designation: अधिशासी निदेशक (जा०)
(अध्यक्ष-निष्प्रयोज्यता समिति)