

email.

Pr. Controller of Defence Accounts (Border Roads)
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No. EDP/601/Hardware/Vol.1

Dated: 04/03/2014

To


All Sub-Offices.
(As per Standard list)

Subject: Details of Computer Hardware and Accessories.

Please find enclosed proforma for furnishing information regarding computer, hardware and accessories held in your office. The information may please be furnished to this office within 15/03/2014 for our further action.

Please treat matter most urgent.

Encl: 1(one).


(K SWAMI)
AO (EDPS)

Strength Authorised	Posted	Personal Computer			Server Computer	UPS	Printer	Multifunctional Device	Xerox Machine	Scanner	Fax Machine	Any other hardware
		CPU	Monitor	Key board								
AO: AAO: Adr: Clk:												

Officer-in-Charge

Note: Please mention the Details of date of installation, make (brand/company name), whether working/non-working/damaged against each hardware items mentioned in the list. Further, any other information regarding the hardware may be furnished if considered necessary.