

Government of Jammu and Kashmir
J&K e-Governance Agency (JaKeGA)
Department of Information Technology
Civil Secretariat, Jammu

Circular No. 07-JaKeGA of 2021

Dated: 05-04-2021

Subject: Requisitions for Hardware by Departments-regarding.

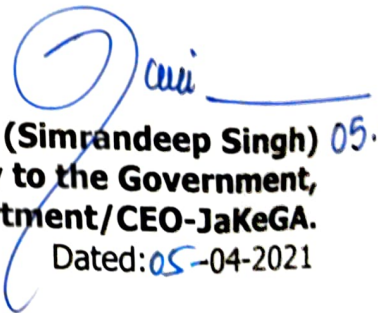
- 1) Attention of all Administrative Secretaries is drawn towards IT department's circular No. 01-JK (ITD) of 2020 dated 26.02.2020 (copy enclosed) regarding requisitions for providing IT related infrastructure/equipment. In continuation to the said circular instructions, all departments are requested to forward their requisitions along with the enclosed format, in future.
- 2) The requisitions already made, and pending delivery, are also required to be submitted along with the above said format. This has been mandated in order to maintain accurate information of the users who will be provided IT equipment, in the Secretariat.

Encl: A/A.

No: JaKeGA/Gen/06/2019

Copy to the:

1. Chief Secretary, J&K (Chairperson, BOG, JaKeGA).
2. All Administrative Secretaries to the Government.
3. Chief Executive Officer, J&K e-Governance Agency
4. Financial Advisor/ CAO, Information Technology Department /Treasurer -JaKeGA.
5. Circular File.
6. Website Incharge for uploading.


(Simrandeep Singh) 05.04.21
Secretary to the Government,
IT Department/CEO-JaKeGA.
Dated: 05-04-2021

(Annexure-A to Circular No. of JAKEGA of 2021, dated 05 - 04-2021)

Sr. No: _____ (to be filled by JAKEGA)

Dated: _____

Hardware Requisition Form

Details of Officer / employee for whom the requisition is made (Column-1) (all columns are mandatory to be filled)				Particulars of Hardware required mentioned (select whatever is required out of the below mentioned list only)				
Name of officer/ employee	Department (where posted in the Civil Secretariat)	Designation	Aadhar No. (If Aadhaar is not available, the CPIS ID of the employee is required to be given).	(note - Only such items will be provided as are procured by the D/o IT through common Bids)				
				AIO	UPS	LAPTOP	MULTI-FUNCTION PRINTER	HARD DRIVE

Name of Nodal officer: _____

Designation of Nodal officer: _____

Mobile Number of the Nodal Officer: _____

Seal & Signature of Nodal officer _____

(Note- The nodal Officer shall be responsible for the authenticity of the details given in the above columns)

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Government of Jammu and Kashmir
Information Technology Department
Civil Secretariat, Jammu

Circular No. 01-JK(ITD) of 2020
Dated: 26.02.2020

It is impressed upon all the Departments of Civil Secretariat, J&K that any requisition made to Information Technology Department regarding providing of IT related infrastructure/equipments such as All-in-One PCs, Laptops, and Printers etc shall be made after approval of their respective Administrative Secretaries.

Besides, all the Departments of Civil Secretariat J&K may nominate Nodal Officer (not below the below rank of Additional Secretary) for making any kind of requisition to the Information Technology Department for providing of any Information Technology related infrastructure/equipments. The communication of such requisition should say that it has the approval of Administrative Secretary of their department.

Sd/-

(Bipul Pathak) IAS


Principal Secretary to the Government
Information Technology Department

No: ITD/Gen/157/2018

Dated: 26.02.2020

Copy to:-

1. All Administrative Secretaries to the Government.
2. Financial Advisor/ CAO, Information Technology Department.
3. Private Secretary to Principal Secretary to the Government Information Technology Department.
4. Chief Executive Officer, Jammu & Kashmir e-Governance Agency.
5. Circular file.


(M.A. Parray)

Under Secretary to the Government
Information Technology Department

(39) [Signature]