भारत सरकार		Government of India
जल शक्ति मंत्रालय		Ministry of Jal Shakti
जल संसाधन नदी विकास एवं गंगा संरक्षण विभाग		Dept. of Water Resources, RD&GR
केंद्रीय जल आयोग		Central Water Commission
सॉफ्टवेयरप्रबंधननिदेशालय		Software Management Directorate

CIRCULAR

During recent physical verification of IT items, it has come to notice that many Directorates/Sections are in possession of IT items which are not being used and lying idle. Many of such items are unserviceable and have become obsolete.

For efficient management of IT inventory regular survey report of obsolete IT items has to be ensured. Accordingly all user Directorates/Sections are requested to inform and return unused IT items to SM Dte at the earliest. Further even the working IT items which are in excess may also be returned which can be issued to other offices having requirement.

Delay in returning the unused items will affect the process of survey reporting leading to financial implications for which the respective office will be responsible.

It is requested to surrender the mentioned IT items along with duly filled Annexure –I (in excel format for compiling) and email to smdte@nic.in, within 15 days of issue of this letter.

This issue with the approval of Director SMD.

Encl :- Annexure -I

(SFH Abidi)
Deputy Director

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दूरभाष: 011-29583737,
ई मेल:smdte@nic.in
♦जल संरक्षण-सुरक्षित भविष्य♦

6th Floor(South), Sewa Bhawan,
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Tel: 011-29583737,
E-mail: smdte@nic.in
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भारत सरकार
जल शक्ति मंत्रालय
जल संसाधन नदी विकास एवं गंगा संरक्षण विभाग
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Government of India
Ministry of Jal Shakti
Dept. of Water Resources, RD&GR
Central Water Commission
Software Management Directorate

Annexure-I

List of Unserviceable IT Items.

Sl. No.	Directorate	Description of Articles	Qty.	Model	Serial No.	Remarks (working/not working)

छटवाँतल(दक्षिण), सेवा भवन
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