



CIRCULAR

Sub:-Procurement of Laptops for eligible officers in Central Water Commission -reg.

It is to inform that 86 Nos of Laptops have been procured for eligible officers in Central Water Commission as per Department of Expenditure OM F.No. 08(34)/2017-E.II(A) dated 20/02/2018. The laptops have been received in CWC HQ, Sewa Bhawan. Officers posted in regional offices may arrange to collect the laptop in person or through any authorized CWC official. The format for receipt and authorization is enclosed for reference (Annexure-I & II).

The laptops have been procured as per requisition received from eligible officers based on functional justification. In case of any query, officers may contact Sh Kuldeep Singh, AD-II, SM Dte (011-29583355).

This issue with the approval of Director, SMD, CWC.

(S F H Abidi)
Deputy Director

Copy to :

1. All concerned officers (CWC Website)



**CENTRAL WATER COMMISSION
SOFTWARE MANAGEMENT DIRECTORATE
6TH FLOOR (SOUTH), SEWA BHAWAN**

Name of Dte/Section:CWC

Received the following articles from Software Management Directorate, CWC, for official use:

Sl.No.	Particulars	Qty.	Serial No.	Remarks
1.	HP ProBook 440 G8 Notebook PC			New

Please enclose authorization letter, if not being collected personally. In case laptop is collected through authorised representative, the scan copy of cross signed receipt may be sent to smdte@nic.in after receipt of the laptop by the respective officer..

Signature

Date:

Name:

Designation:

Seal:

Authorization for receiving Laptop

With reference to SM Dte letter No..... dated..... vide which 1 No laptop has been issued to the undersigned. In this regard, Sh (Contact Number....., ID card No.....) is hereby authorized to receive laptop on behalf of the undersigned.

Name:.....

Designation:.....

Dated:.....