



दूरभाष : 0172-272174, 2702906
hone : 0172-270174,
2702906,2721264
Fax : 0172-2702286
E-mail : agaepunjab@cag.gov.in

भारतीय लेखा तथा लेखा परीक्षा विभाग

INDIAN AUDIT AND ACCOUNTS DEPARTMENT

कार्यालय महालेखाकार
(लेखा एवं हकदारी) पंजाब एवं यूंटी०
चण्डीगढ़ सैक्टर 17, चण्डीगढ़ -160 017

Office of the Accountant General (A&E)
Punjab & U.T., Plot No. 20, Sector 17,
CHANDIGARH -160 017

No.:- CRT-1/Phy Varification/21-22/ 872-878
Dated :- 25.02.2022

Circular परिपत्र

All the sections of the O/o Principal Accountant General, Main office are hereby requested to note the following instructions in respect to the Computer hardware issued to them:-

1. The Section incharge (AAO/ Supervisor) is responsible for the safe custody of the IT hardware issued to the section.
2. If any computer hardware is not in use, the item shall be surrendered to the CRT 1 Section. The IT hardware shall not be transferred any other section without intimation to the CRT1 Section.
3. Several times it has been observed that few computer hardware items like UPS/Monitors/CPU/Printer etc are kept in the Almirah, and therefore it becomes difficult to track the item location. Such items may either brought in use by custodian section or surrendered to CRT1 Section.
4. All the Section Incharge/ Sr. AO/ Secretariat Staff are requested to submit the information regarding IT computer hardware items available in their section through Google form. The sections can fill the online information though URL [t.ly/EFJ5](https://forms.gle/A9RHN48SUNECc99bA) or <https://forms.gle/A9RHN48SUNECc99bA> (any of the URL can be used, URL are case sensitive). The information shall positively be submitted by **4th March 2022**.
5. The sections are requested to keep record of the IT hardware issued to them, and in case any computer item / accessories (keyboard, mouse, connecting cables etc) is found missing. The instance shall immediately be reported to the Welfare section under intimation to CRT 1 section.

This issues with the approval of DAG (A)

Sd/-
Sr. Accounts Officer (CRT)

Copy forward to :-

1. All Sections of O/o PAG (A&E) Punjab
2. Computer Cell O/o PAG (A&E) UT
3. Secretary to Pr. AG
4. All Group Officers
5. All Sr. Accounts Officer
6. Copy to Notice Board
7. IT Support cell for Circulation though Database

Sd/-
Sr. Accounts Officer (CRT)