

GOVERNMENT OF WEST BENGAL
PUBLIC WORKS DEPARTMENT
WORKS BRANCH, NABANNA
325, SARAT CHATTERJEE ROAD, HOWRAH-711102.

No.498-DS(W)/PWD-23

Date: 21.08.2023


CIRCULAR

Sub: Guidelines for procurement of Computers and IT Accessories

The following procedures to be followed i.c.w. procurement of Computers and IT Accessories have been appended below:

- 1) Computer and related IT accessories are generally procured by IT wing of this department. However, any head of office under the control of Chief Engineer may be entrusted to procure such items on their own with the concurrence of the Department following extant norms.
- 2) The Nodal Officer of this Department for GeM Portal may assign necessary log-in to those Heads of Office for the purpose of such procurement in terms of G.O. No. 3876-F(Y) Dated 14.06.2018 as the Government of West Bengal has made these sorts of procurements as compulsory through GeM Portal by issuing various orders from time to time.
- 3) The procurement expenditure of Computers and related IT accessories may be booked in the "detailed head-77-V" or "detailed head-13-04-V" in terms of G.O. No. 4411-F(Y) Dated 04.06.2015 under appropriate major, sub-major, minor and scheme Head of Accounts during the current year's budget provision.
- 4) Maintenance expenditure of those assets may be booked in the "detailed head-13-04-V" or "detailed head-50-V" in terms of G.O. No. 4411-F(Y) Dated 04.06.2015 under appropriate major, sub-major, minor and scheme Head of Accounts during the current year's budget provision.
- 5) Contingency of any project should not be used in any way for the instant purpose.

This is issued with the concurrence of the competent authority of Public Works Department.

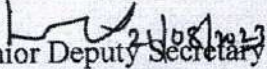

Senior Deputy Secretary
Public Works Department

No.498-1(8)-DS(W)/PWD-23

Date: 21.08.2023

Copy forwarded for information to:

1. Engineer-in-Chief, Public Works Department.
2. Financial Advisor, Public Works Department.
3. The Chief Engineer (HQ), P.W.Dte.
3. The Chief Engineer (HQ) Roads, P.W.Dte.
4. The Chief Engineer (Planning) P.W Roads, Dte.
5. The Chief Engineer (Works) Electrical, P.W.Dte.
6. The Chief Engineer (Social Sector), P.W.Dte. †
7. P.S to HMIC, Public Works Department.
8. P.S. to Secretary, Public Works Department.


Senior Deputy Secretary
Public Works Department