

Tele : 2721278

E-mail : dtestatewing@ncc.kerala.gov.in

No. 7000/IT CELL/2018/NCC

NCC Directorate (K&L)
State Wing
Thiruvananthapuram-10

23 Aug 2018

From

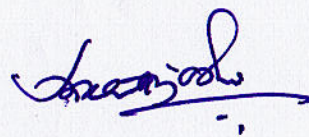
The Offg Additional Director General NCC

To

Manager, All NCC Gp HQs.

Sub: Forward of Details of Computers and Peripherals held in NCC Gp HQs
and NCC Units- Regarding

1. You are directed to forward the details of Computers and peripherals held in your NCC Gp HQs, as per Proforma A to D attached herewith. These are to reach this Directorate by **30 Aug 2018**.
2. You are also directed to collect the details of Computers and peripherals held in the NCC Units under your NCC Gp HQs , and forward to this Directorate by **05 Sep 2018**.



(Srikanth. L.Joshi)
Brigadier
Offg ADG NCC

Encls : As stated.

PROFORMA 'A' FOR LAP TOP / DESKTOP COMPUTRES

(TO BE SENT SEPERATELY)

Sl No	CPU MAKE	SPEED	RAM CAPACITY	HDD CAPACITY	MONITOR TYPE (CRT, LCD etc)	O/S VERSION	DATE OF PURCHASE	USE	PURPOSE OF USE	UPS Y/N	WHETHER PRINTER AVAILABLE	TYPE OF PRINTER USED	LOGBOOK HELD OR NOT	LOGBOOK NO.

PROFORMA 'B' FOR PRINTERS

Sl No	MAKE & MODEL	DOT MATRIX Y/N*	INKJET Y/N*	LASER Y/N*	DESKJET Y/N*	MFP SCAN/COPY /FAX etc.	DATE OF PURCHASE	USER	AVERAGE NO. OF PAGES PRINTED PER DAY

* If yes mention the Cartridge Model No.

PROFORMA 'C' FOR PHOTOCOPIER

MAKE & MODEL NO	DATE OF PURCHASE	USER	PUPOSE OF USE	AVERAGE NO. OF PAGES PRINTED PER DAY	TYPE & MODEL OF CARTRIDGE HEAD