**Computer Resource Centre**
National Council of Educational Research & Training

Date: 14-09-2022

## CIRCULAR

**Sub: Optimum use of IT equipment: regarding.**

As discussed in the meeting held on 13-09-2022 at 4:30 PM in Conference Room, ZH Block to take suggestions on optimum use of IT equipment and purchase of IT equipment (Computers/UPS etc.,) Department/ Division /Sections may submit their requisition afresh in the format as **Annexure-I** to CRC for purchase of licensed software with a justification in the light of "*Policy on Adoption of Open Source Software*" of MietY, GoI. Subsequently CRC will verify the need and accordingly recommend for purchase and send to S&S Section.

Department/Division/Sections may submit details of hardware which may require upgradation/replacement in the attached format as **Annexure-II** to CRC for inspection and onward submission to S&S Section for necessary action.

Department/Division/Section may submit requisition for purchase of Computer Hardware in the format as **Annexure-III** to CRC to examine specifications and recommend for purchase.

Please see the **Annexure-IV** for guidelines for optimum use of Hardware and Software.

Also please see the **Annexure-V** for preferred system configuration for different categories of employees.

**This issues with the approval of Competent Authority.**


**Sr.System Analyst**


Copy to:

1. All the Head/In-charge of Department/Division/Sections.
2. DS (S&S)
3. SSO(S&S)
4. Head (DICT) with a request to upload on NCERT web portal.
5. PS to Director for information
6. PS to Secretary

**National Council of Educational Research & Training**
Sri Aurobindo Marg, New Delhi – 110 016

## Requisition for Purchase of Different Software Licenses

**Date:**

**Name of the Department/Division/Section:**_____

| S.No | Name of software with version | No of Licenses | Justification | CRC Remarks |
|------|-------------------------------|----------------|---------------|-------------|
|      |                               |                |               |             |
|      |                               |                |               |             |
|      |                               |                |               |             |

**Note:** 1. Along with hardcopy the above information may please be sent as Soft copy to nlsrinivas.ncert@nic.in.

2. It is also requested to send consolidated requirement.

**Signature of HOD/In-charge**

Name

Designation

Stamp

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# Requisition for Upgradation/replacement of Hardware

**Date:**

**Name of the Department/Division/Section:**_____

| Sl. No | Item Description Server/Computer/ Laptop/ Printer/ UPS/ Scanner/ External HDD/Pen Drive/NAS/MFD/any other) | Make/ Model / Serial numb er | Specification (Operating System/ RAM/ internal HDD/Processor, Capacity of UPS, Printer Type (B/w, Colour, Network printer) etc. | Year of Purchase/ Manufact uring | Serial number assigned by S&S | Current status of Items (working/ not working/ slow) | Remarks of Dept.,/Sec tion/Divisi on | Remarks from CRC |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |
| | | | | | | | | |

**Note:** 1. Along with hardcopy the above information may please be sent as Soft copy to nlsrinivas.ncert@nic.in.

2. It is also requested to send consolidated requirement.

**Signature of HOD/In-charge**

Name

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## **Requisition for purchase of different Computer Hardware items**

**Date:**

**Name of the Department/Division/Section:**_____

| S.No | Hardware Item Description | Quantity | Configuration | Justification | CRC Remarks |
|------|--------------------------|----------|---------------|---------------|-------------|
|      |                          |          |               |               |             |
|      |                          |          |               |               |             |

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## <u>Guidelines for optimum use of Computer Hardware</u>

- Printers may be used as a shared resource. One printer one room concept may be feasible if network printers are available.

- Photocopy machines wherever available may be used as PRINTER as well as SCANNER as shared resources.

- The systems which are running slow due to low RAM (2 GB or less) may be upgraded by increasing the RAM instead of replacing them with new ones If the systems are not so old and upgradable.

- The systems configuration may be decided based on assessment of the work to be carried out by the user viz., for clerical works i5 processor with 4 G.B RAM, for book editing, preparation of reports, data management using XLS i5 with 8 GB, for Database management software development, DTP work i7 processor with 12 GB RAM.

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**Category wise preferred system configuration**

| Sl.No. | Category of employees | System configuration |
|--------|----------------------|---------------------|
| 1. | Faculty, DS,IT Staff (computer operator Gr. 'I' and above), DTP Operator, Graphic Designer. | • Processor i7 or equivalent with 12 GB RAM <br> • Latest windows OS, MS Office and other need based software. <br> • Laser Printer (Multi Purpose Printer) |
| 2. | US, S.O | • Processor i5 or equivalent with 8 GB RAM * <br> • Latest windows OS, MS Office. <br> • Laser Printer. <br> • Scanner <br> * However, higher configuration will be considered on need basis. |
| 3. | Assistant, UDC and LDC | • Processor i5 or equivalent with 4 GB RAM * <br> • Latest windows OS, MS Office software. <br> • Sharable Printer <br> • Sharable Scanner <br> * However, higher configuration will be considered on need basis. |