



GOVERNMENT OF INDIA  
Zoological Survey of India  
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ZSI/46-1/2015/ST /1826

31 Jan 2019

To,  
All Officer -in- Charge  
Regional Stations  
(as per attached list)

**SUBJECT: SANCTION FOR PURCHASE OF COMPUTER**

Sir,

Administrative Ministry was approached for sanction of Computers for Regional Stations. However it is objected that old computers are required to be disposed before sending proposal for purchase of New Computer. All the officers-in-charge are requested to follow the following procedures:-

- (a) Old Computer, Printers, Scanner, UPS and other accessories under unserviceable condition may be declared condemned by the Committee constituted at Regional Station level.
  - (b) Committee may fix Reserve Price and Reserve Price may be kept in sealed envelope in Tender Box.
  - (c) E-Auction procedure through M/s MSTC may be adopted for disposal.
  - (d) As and when Old Computer, Printers, Scanner, UPS and other accessories disposed, receipt of amount deposited in Govt accounts may be forwarded to this HQ.
2. All the Officers -in-Charge are requested to dispose old computers & accessories and forward fresh proposal along with following details:-
- (a) No of Officers in Regional Stations
  - (b) No of holding Computers and accessories (excluding disposed computers & accessories)
  - (c) No of Computer and accessories proposed for Purchase. Only details of computer & accessories to be given (not laptop).

Thanking you.

Yours faithfully,

(G. Maheswaran)  
Head of Office