1594692/2022/SMG DGR

ਪੰਜਾਬ ਸਰਕਾਰ

ਪ੍ਰਸ਼ਾਸਨਿਕ ਸੁਧਾਰ ਵਿਭਾਗ

GOVERNMENT OF PUNJAB
DEPARTMENT OF GOVERNANCE REFORMS

Ref. No. **PSeGS/3/2019-PSEGS-DGR** /3823- 24   Date 22.07.2022

To

> **All Administrative Secretaries.**
> **All Deputy Commissioners.**

Subject: **Regarding issuance of technical sanctions to Administrative Departments (ADs) for procurement of IT hardware and issuance of specification of IT hardware.**

1. It is informed that Department of Governance Reforms & Public Grievances (DoGR) is getting requests from various ADs of Government of Punjab regarding technical sanction to procure IT hardware.

2. In this regards, it is intimated that DoGR is regularly issuing guidelines regarding the specifications of the hardware to be purchased. Latest specifications issued by DGR is attached herewith this letter. Now, DGR will revise the specifications bi-annually to update specifications, if any.

3. The ADs which are procuring hardware as per the specifications issued by DoGR and as per the procurement guidelines issued by Government of Punjab, from time to time, do not need to obtain technical sanctions for the same - for the hardware purchase upto Rs. 10 lakhs - to avoid unnecessary delays.

4. If any AD, wants to purchase hardware above Rs. 10 lakhs and/or not as per specifications issued by DoGR, _only_ then they may send the request for issue technical sanctions.

5. ADs may procure IT hardware on their own, as per specifications issued by DoGR from GeM or any procurement method as per Government Norms/ Guidelines.

Girish Dayalan

Signed by Girish Dayalan
Date: 04-07-2022 16:41:17
Reason: Approved

|| Office: D-241, Sector - 74 , Mohali, Punjab | +91-172-2994838 | dgr@punjab.gov.in ||

पंजाब सरकार
प्रशासनिक सुधार विभाग

GOVERNMENT OF PUNJAB
DEPARTMENT OF GOVERNANCE REFORMS

Ref. No. **PSeGS/3/2019-PSEGS-DGR** / 3825 - 26   Date 22.07.2022

To,

1. All Administrative Secretaries
2. Deputy Commissioners

File no.   Dated -

Subject: - Updated Specifications of IT hardware.

         The Department of Governance Reforms & Public Grievances has finalized the general specifications for the IT hardware to be procured for State government offices. The item wise recommended details are as below: -

S.no	Officers/Officials	Item name	Specification
1.	Officer/ Officials	All in one / Desktop/ Laptop	Processor – intel i5 or AMD Ryzen 5 Generation – 10th or Higher RAM – 8 GB Hard disk – 512 SSD or 1TB HDD Operating System – Window 10 Professional (Factory Loaded) or Higher Screen for Desktop/All in one Desktop – 19.5" or Higher, FHD, Antiglare. Screen for Laptops – 14" or 15.6", IPS, FHD, Antiglare Battery backup – 6hr or higher OEM Warranty – 3 Years
2.	Officer / Officials	UPS	Capacity of UPS – 1. 600 VA – If only Desktop is connected through UPS 2. 800 VA – If Desktop and Printer both are connected through UPS.

	ਪੰਜਾਬ ਸਰਕਾਰ ਪ੍ਰਸ਼ਾਸਨਿਕ ਸੁਧਾਰ ਵਿਭਾਗ **GOVERNMENT OF PUNJAB DEPARTMENT OF GOVERNANCE REFORMS**		

Ref. No. **PSeGS/3/2019-PSEGS-DGR**   Date 2?.07.2022

| 3. | Officer / Officials | Printer / Multi-functional Printer | Type of Machine – Multi functional Machine

Printer Technology – Laser / Ink tank

Type of Printing – Mono / Colour

Cartridge Technology – Composite Technology or Separate Drum and Tonner (Mono Components / Dual Components) / Ink Tank

Minimum RAM Size – 128 MB or Higher

Minimum print speed as per ISO/IEC 24734 in (A4) Size – 20 or Higher

Duplex feature – As per Requirement

Scanning feature availability – As per Requirement

Battery backup – 6hr or higher

OEM Warranty – 3 Years |
| 4. | One in Each Branch

At central location where dak will be scanned (Nos depending upon inward dak) | Scanner | Type - Integrated Sheet Fed & Flat Bed

Scanning technology - CDD

Daily Duty Cycle (Number of Pages) - 3000

Minimum Monochrome scan speed - 40 or Higher

Minimum Colour Scan Speed – 40 or Higher |

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1594692/2022/SMG DGR

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	GOVERNMENT OF PUNJAB		
	DEPARTMENT OF GOVERNANCE REFORMS		

Ref. No. **PSeGS/3/2019-PSEGS-DGR**   Date 22.07.2022

5.	Officer/Officials	Office	Open Office
6.	Officer/ Officials	Free Antivirus (Trend Micro)	Steps for installation of Trend Micro Antivirus through below mentioned link :- https://dgrpg.punjab.gov.in/wp-content/uploads/2022/07/Steps-for-Installing-Trend-Micro-Apex-One.pdf

You are requested to issue necessary instructions to the offices reporting to you to procure the required hardware through GeM Portal, keeping in mind the specifications recommended in the above table.

Signed by Girish Dayalan
Date: 22-07-2022 11:57:04
Girish Dayalan
Reason: Approved
Director