COMPUTER FACILITY

AIIMS, NEW DELHI

Date: 15.12.2021

SUBJECT: CENTRALISED CAMC OF IT HARDWARE (COMPUTER AND PERIPHERALS) – Regarding creation of login IDs for entering details of IT assets (to be covered under CAMC) in the software module developed by computer facility.

With reference to the subject matter, it is to inform that, as on date there is no centralised CAMC of IT Hardware (Computer and peripherals) in the Institute. As per the approval obtained from the competent authority, Computer Facility shall soon float a tender on GeM for CAMC of IT Hardware (Computer and Peripherals) after following due store procedures. To facilitate various departments/centres of the Institute, a software module has been developed by Computer Facility wherein the respective departments/centres may input the details of their respective IT assets which they want to cover under CAMC.

It is to further inform, that only the authorised user(s) (authorised by the HODs of respective departments/centres) shall be able to enter the details of the IT assets of their respective department/centre in the software module developed by the Computer Facility. Accordingly, all the HODs of various departments/centres of the Institute are hereby requested to nominate staff/official from their department so that their login IDs may be created. For creation of login ID, Computer Facility mandatorily requires: 1. Name of the employee 2. Phone number of the employee registered in APAR module 3. Designation of the employee. In the interest of the Institute, the above three details should be positively forwarded to picf@aiims.edu latest by **20.12.2021,** failing which, it will be assumed that the concerned department/centre may not be interested in the centralised CAMC of the Institute and in that case they have the option of floating separate tender on GeM on their own for CAMC of their IT hardware (Computer and Peripherals). In case of any query related to creation of login ID, Mr. Prakhar Bansal, Sr. Consultant, CF may be contacted at +918800821089/+919990828280.

Prof. In charge

To,

1. All Chiefs/HoDs of all centres/departments
2. Medical Superintendent, AIIMS

CC:

1. Director, AIIMS – For information
2. DDA, AIIMS – For information
3. Mrs. Ankita Saini, Programmer, Computer Facility – For uploading this circular on AIIMS website and to email it to all Chief/HoDs, MS etc. for necessary action.