

28.11.2002

Treasury Circular No. IAI/2002/02

All Secretaries to Ministries and
Heads of Departments,

**MAINTENANCE OF A FIXED ASSETS REGISTER OF
COMPUTERS, ACCESSORIES AND SOFTWARE**

It has been disclosed during the course of Audit Examinations that the Public Funds are subject to misappropriation throughout the process involved in the purchase, custody, maintenance, repairs and disposal of computers owing to non availability of a Fixed Assets Register in respect of computers belonging to the Ministries, Departments, Projects and Corporations. A timely necessity has therefore arisen for the maintenance of a Fixed Assets Register on computers.

02. To overcome this situation the format given in Annexure 01 is initially introduced for the purpose of preparing a Fixed Assets Register of Computers. A register of about 50 pages comprising photocopies of this format (as required by the institution) should be prepared and particulars pertaining to computers presently owned by your institution should be indicated therein. In addition the particulars of computers being supplemented anew or disposed of by your institution should appropriately be entered in that register. You may have an index at the beginning of this register for your convenience.


03. In the purchase of computer accessories and software, the supplier should be made to complete and submit forms 02 to 10 and where purchases which cannot be included therein are involved, it would be necessary to have form 11 completed by the supplier. The payment for supply should not be made until the supplier furnishes such details which on receipt, should be checked and filed as a schedule to the computer fixed assets register.

04. Staff Officers in charge of the computers should maintain a computer data file based on the particulars of this Fixed Assets Register for the purpose of retrieving information necessary for the management decisions at any given time.

05. The present inventory system for computer purchase, transfer and disposal should be continued in operation.

06. You are kindly requested to see that the heads of institutions coming under your purview are made aware of this circular for its due implementation.

07. Supervision on the upkeep of this Fixed Assets Register of computers should be carried out by the Internal Audit Division of the respective Ministry and it should keep the Heads of Departments informed from time to time. This should also be a compulsory agenda item of the Audit and Management Committee meetings for discussion.


J. Charitha Ratwatte
Secretary to the Treasury

- CC: 1. Auditor General
2. Director General, Dept. of Public Finance
3. Director General, Dept. of Public Enterprises
4. IAI/579

Register of Computers										(Annexure 01)	
1	Purchased/Transferred from				Institute:						
2	Computer (Make & Model)				S/N						
2.1	Type				Personnel Computer/Notebook/other						
2.2	Processor				Speed MHz						
2.3	RAM				Capacity						
2.4	Hard Disk Drive				Capacity						
2.5	Floppy Disk Drive				Yes/No		2.12			Yes/No	
2.6	CD - Rom				Yes/No		2.13			Yes/No	
2.7	Sound card				Yes/No		2.14			Yes/No	
2.8	TV card				Yes/No		2.15			Yes/No	
2.9	NetWork Card				Yes/No		2.16			Yes/No	
2.10	Modem - External				Yes/No		2.17			Yes/No	
2.11	Modem - Internal				Yes/No				Cost	Rs.	
Sub Total Cost (from 2.1 to 2.17)											
3	Input Device	Key Board		Yes/No	S/N -						
		Mouse		Yes/No	S/N -						
		Microphone	Internal		Yes/No						
			External		Yes/No.	S/N -					
		Scanner		Make, Model & S/N							
		Date of purchase									
4	Output Device			Make , Model & S/N		Date of purchase					
		Monitor									
		Printer									
		Speakers(Nos.)									
5	Other Equipment	U.P.S									
		Stabililizer									
		Cables									
		Others									
6	Operating system										
7	E-Mail / Internet				Date of Purchase						
8	Addl. Software	Description				Date of purchase					
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9	Total cost (From 2 to 8)										
10	Maintained by										
11	Any other important Information										
12	Warranty										
I Certify that above information is correct.											
Certifying officers Name, Designation and Signature											

S/N - Serial Number.

Voucher		Purchase of New Accessories for the Computer Overleaf			Staff Officer's Signature & date
Serl. No	No.	Date	Description	Amount Rs.	
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Serl. No.		Voucher		Payment for Repair & Service Agreement (R-Repair S-Service Agreement)			Staff Officer's Signature & date
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Disposal of Computer or Accessories

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REGISTER OF COMPUTER EQUIPMENT

(Annexure 2)

1	Purchased / Transferred from	Institute:
2	Equipment	PRINTER: Dot Matrix / Line / Band / Laser / Inkjet / Thermal / Book
3	Make / Model	
4	Serial No	
5	Maximum Paper Size	
6	Print Head specs	
7	Print Line specs	
8	Print Band specs	
9	Laser specs	
10	Inkjet specs	
11	Thermal specs	
12	Character Sizes	
13	Font Types	
14	Built-in fonts	
15	Serial port	
16	Parallel port	
17	USB	
18	Tractor	
19	Cutsheet	
20	Paper handling	
21	Buffer Memory	
22	Built-in RAM	
23	Maximum copies	
24	Print resolution	
25	Print Colour	
26	Driver CD/Diskette	
27	Data Cable	
28	Power cable	
29	Paper Trays	
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40	Date of Purchase / Transfer	
41	Total Cost Rs	
42	Warranty	
43	Maintained by	
44	Other Information	
45	Connected folios	
46	Certificate	I certify that above information is correct
47	Signature	

REGISTER OF COMPUTER EQUIPMENT

(Annexure 3)

1	Purchased / Transferred from	Institute:
2	Equipment	MONITOR
3	Make /Model	
4	Serial No	
5	Colour /Monochrome	
6	Screen Size	
7	Resolution	
8	Adjustments	
9	ScreenType	
10	Other features	
11	Data Cable	
12	Power cable	
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40	Date of Purchase /Transfer	
41	Total Cost Rs	
42	Warranty	
43	Maintained by	
44	Other Information	
45	Connected folios	
46	Certificate	I certify that above information is correct.
47	Signature	

		Voucher		Purchase of New Accessories for the Computer Overleaf		Staff Officer's Signature & date
Serl. No	No.	Date	Description	Amount	Rs.	
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Serl. No	Voucher		Payment for Repair & Service Agreement (R-Repair S-Service Agreement)				Staff Officer's Signature & date
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Disposal of Computer or Accessories

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REGISTER OF COMPUTER EQUIPMENT

(Annexure 4)

1	Purchased / Transferred from	Institute:
2	Equipment	CD WRITER
3	Make /Model	
4	Serial No	
5	External / Internal	
6	Read Modes	
7	Write Modes	
8	Re-write Modes	
9	Parallel Port	
10	USB Port	
11	Other features	
12	Data Cable	
13	Power cable	
14	Interface	
15	Card for PC	
16	Multiple CD cut	
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41	Total Cost Rs	
42	Warranty	
43	Maintained by	
44	Other Information	
45	Connected folios	
46	Certificate	I certify that above information is correct.
47	Signature	

Serl. No	Voucher		Purchase of New Accessories for the Computer Overleaf		Staff Officer's Signature & date
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Disposal of Computer or Accessories

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REGISTER OF COMPUTER EQUIPMENT

(Annexure 5)

1	Purchased / Transferred from	Institute:
2	Equipment	NETWORKING SWITCH / HUB / ROUTER
3	Make /Model	
4	Serial No	
5	No of Ports	
6	Port status Indicators	
7	Transmission modes	
8	Baud Rates	
9	Negotiation	
10	Mounting	
11	Other features	
12	Power cable	
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42	Warranty	
43	Maintained by	
44	Other Information	
45	Connected folios	
46	Certificate	I certify that above information is correct.
47	Signature	

Serl. No	Voucher		Purchase of New Accessories for the Computer Overleaf			Staff Officer's Signature & date
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Voucher		Payment for Repair & Service Agreement (R-Repair S-Service Agreement)				Staff Officer's Signature & date
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Disposal of Computer or Accessories

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REGISTER OF COMPUTER EQUIPMENT

(Annexure 6)

1	Purchased / Transferred from	Institute:
2	Equipment	UNINTERRUPTABLE POWER SUPPLY
3	Make /Model	
4	Serial No	
5	Power rating	
6	UPS Type	
7	Full load backup time	
8	Remote shut down	
9	Battery type	
10	Battery size	
11	Overload alarm	
12	Input Voltage Range	
13	Output Voltage Range	
14	Recharge time	
15	Parallel Port	
16	USB Port	
17	LCD indicators	
18	Data Cable	
19	Power cable	
20	Interface	
21	Other features	
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42	Warranty	
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Serl. No	Voucher		Purchase of New Accessories for the Computer Overleaf		Staff Officer's Signature & date
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Disposal of Computer or Accessories

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Voucher		Purchase of New Accessories for the Computer Overleaf			Staff Officer's Signature & date
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Disposal of Computer or Accessories

REGISTER OF COMPUTER EQUIPMENT

(Annexure 9)

1	Purchased / Transferred from	Institute:
2	Equipment	PLOTTER
3	Make /Model	
4	Serial No	
5	Colour /Monochrome	
6	Plotter Type	Flat Bed / Vertical /
7	Plotter Size	
8	Optical Resolution	
9	Hardware Resolution	
10	No of Colours	
11	Document Size	
12	Parallel Port	
13	USB Port	
14	Other features	
15	Data Cable	
16	Power Cable	
17	Interface	
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42	Warranty	
43	Maintained by	
44	Other Information	
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46	Certificate	I certify that above information is correct.
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Serl. No	Voucher		Payment for Repair & Service Agreement (R-Repair S-Service Agreement)				Staff Officer's Signature & date
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Disposal of Computer or Accessories

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REGISTER OF COMPUTER EQUIPMENT

(Annexure 10)

1	Purchased / Transferred from	Institute:
2	Equipment	SCANNER
3	Make /Model	
4	Serial No	
5	Colour /Monochrome	
6	Scanner Type	Flat Bed / Hand held / Vertical /
7	Scan Size	
8	Optical Resolution	
9	Hardware Resolution	
10	Colour Bit depth	
11	Document Size	
12	Parallel Port	
13	USB Port	
14	Other features	
15	Data Cable	
16	Power Cable	
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42	Warranty	
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44	Other Information	
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46	Certificate	I-certify that above information is correct.
47	Signature	

Serl. No	Voucher		Purchase of New Accessories for the Computer Overleaf		Staff Officer's Signature & date
	No.	Date	Description	Amount Rs.	
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Disposal of Computer or Accessories

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REGISTER OF COMPUTER EQUIPMENT

(Annexure 11)

1	Purchased / Transferred from	Institute:
2	Equipment	
3	Make /Model	
4	Serial No	
5	Give Specifications below	
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42	Warranty	
43	Maintained by	
44	Other Information	
45	Connected folios	
46	Certificate	I certify that above information is correct
47	Signature	

Serl. No	Voucher		Purchase of New Accessories for the Computer Overleaf		Staff Officer's Signature & date
	No.	Date	Description	Amount Rs.	
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Disposal of Computer or Accessories

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