

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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| | | 10. | | | | |
| 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.

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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| 38 | | |
| 39 | | |
| 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

| | | |
|----|----------------------------|--|
| 1 | Purchased / Transfred 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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| 39 | | |
| 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 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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| 39 | | |
| 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 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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| 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 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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| 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 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 | |
| 18 | | |
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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 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 | |
| 17 | Interface | |
| 18 | | |
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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 11)

| | | |
|----|------------------------------|---|
| 1 | Purchased / Transferred from | Institute: |
| 2 | Equipment | |
| 3 | Make /Model | |
| 4 | Serial No | |
| 5 | Give Specifications below | |
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| 39 | | |
| 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 | |

