2002.11. 28

භාණ්ඩාගාර චකුලේබ : IAI/2002/02

සියඵ අමාතාාංශ ලේකම්වරුන් හා දෙපාර්තමේන්තු පුධානින් වෙත.

පරිගණක , උපාංග සහ මෘදුකාංග සම්බන්ධයෙන් ස්ථාවර වත්කම් ලේඛණයක් නඩත්තු කිරීම

අමාතාාංශ , දෙපාර්තමේන්තු , වාාපෘති සහ සංස්ථා සතු පරිගණක ශන්තු සම්බන්ධයෙන් ස්ථාවර වත්කම් ලේඛණයක් නඩත්තු නොකරන හෙයින් පරිගණක යන්තු මිළදී ගැනීමේ සිට හාරකාරත්වය, නඩත්තුව, අඵත්වැඩියා කිරීම සහ අපහරණය කිරිම්වලදී මහජන මුදල් අයථා පරිහරණයට ලක්වී ඇති බව විගණන පරීක්ෂණවලදී හෙලිවී ඇත. එහෙයින් පරිගණක යන්තු සම්බන්ධයෙන් ස්ථාවර වත්කම් ලේඛණයක් නඩත්තු කිරීම කාලීන අවශාතාවයක්වී ඇත.

02. මෙම තත්ත්වය වලක්වා ගැනීම සඳහා ඇමුණුම් 01 හි දක්වා ඇති ආකෘතිය, පරිගණක වත්කම් ලේඛණයක් සකස් කිරීම සඳහා මුලිකව හඳුන්වා දෙනු ලැබේ. මෙම ආකෘතිය ජායා පිටපත් කොට (ආයතනයට පුමාණවත් පරිදි) පිටු 50 ක පමණ ලේඛණයක් සකස් කර ගත යුතු අතර, දැනට ඔබ ආයතනය සතු පරිගණක යන්නු පිළිබඳව අදාළ විස්තර එහි ඇතුලත් කළ යුතුය. ඊට අමතරව අලුතෙන් ඔබ ආයතනයට එකතු කර ගනු ලබන පරිගණක යන්නු සහ අපහරණය කරනු ලබන පරිගණක යන්නුවල විස්තර ද අදාල පරිදි එම ලේඛණයේ සටහන් කළයුතු වේ. ඔබේ පහසුව සඳහා මෙම ලේඛණය ආරම්භයේ පටුනක්ද සකස් කර ගත හැකිය.

03. පරිගණක උපාංග සහ මෘදුකාංග මිළදී ගැනීමකදී සැපයුම්කරු වෙතින් අංක 02 සිට 10 දක්වා වන පෝර්ම සම්පූර්ණ කර ලබාගත යුතුය. එහි ඇතුළත් කල නොහැකි මිළදී ගැනීම ඇති විට පෝර්ම අංක 11 සම්පූර්ණ කරවා ගැනීම අවශාවේ. මෙම විස්තර සැපයුම්කරු ඉදිරිපත් කරන තෙක් ගෙවීම් නොකල යුතු අතර එම විස්තර පරීක්ෂා කර පරිගණක ස්ථාවර වත්කම් ලේඛනයට සම්බන්ධ උපලේඛනයක් ලෙස ගොනුකර තබාගත යුතුය.

04. ඕතැම අවස්ථාවකදී කළමතාකරණ තීරණ ගැනිමට අවශා තොරතුරු සපයා ගැනීම සඳහා මෙම ස්ථාවර වත්කම් ලේඛණයේ තොරතුරු මත පරිගණක හාරව කටයුතු කරන මාණ්ඩලික නිළධාරින් විසින් පරිගණක දත්ත සටහන් ගොනුවක් නඩත්තු කළයුතු වේ.

05. පරිගණක යන්තු මිළදී ගැනීම, මාරු කිරිම සහ අපහරණය කිරිමේදී දැනට භාවිතා කරන ඉන්වෙන්ටරි කුමය තවදුරටත් එලෙසම පවත්වා ගෙන යායුතුය.

05. මේ සම්බන්ධයෙන් ඔබ යටතේ ඇති ආයතන පුධානින් දැනුවත් කොට මෙම චකුලේඛණය කිුයාත්මක කිරිමට කටයුතු කරන්න.

06. මෙම පරිගණක ස්ථාවර වත්කම් ලේඛණය නඩත්තු කිරීමේ කටයුතු සම්බන්ධයෙන් අධීක්ෂණ කටයුතු අදාළ අමාතාාංශයේ අභාන්තර විගණන අංශය විසින් ඉටු කළයුතු අතර වරින් වර දෙපාර්තමේන්තු පුධානිත් දැනුවත් කළයුතු වේ. තවද විගණන හා කළමනාකරණ කමිටු රැස්වීම්වල නාාය පතුයේ අනිචාර්ය අයිතමයක් ලෙස සඳහන් කොට මේ පිළිබඳව සාකච්ඡා කළයුතු වේ.

ජේ.වරිත රත්වත්තේ හාණ්ඩාගාර ලේකම්.

පිටපත:-

1.

2.

විගණකාධිපති

අධාක්ෂ ජනරාල්- රාජා මුදල් දෙපාර්තමේන්තුව

3. අධාක්ෂ ජනරාල් - රාජා වාාපාර දෙපාර්තමේන්තුව

4. IAI/579

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

1	egister of Com Purchased/Transf	Number of the part	Institute:			(Annex	
2	Computer (Make a		institute.		S/f		
-	2.1 Type		Personne	Comput	er/Notebook/othe		
	2.2 Processor		Speed MHz			·	
	2.3 RAM		Capacity	-			
	2.4 Hard Disk D	Prive	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	4	Yes	/No	2.14		Yes/No
	2.8 TV card		Yes	/No	2.15		Yes/No
	2.9 NetWork Ca		Yes	/No	2.16		Yes/No
	2.10 Modem - Ex		Yes	/No	2.17		Yes/No
	2.11 Modem - Int		Yes	/No		Cost	Rs.
5	Sub Total Cost (fror	m 2.1 to 2.17)		N.			55 A
		Key Board	Yes/No	S/N -	N 13		
•		Mouse	Yes/No	S/N -	-		
3	Input Device	Microphone	Internal	Yes/No			
			External	Yes/No.	S/N -		
		Scanner	Make,Mode	& S/N			
		Southion	Date of purc	hase	ъ.,	1	
			Make , Mo	del & S/N	Date of purchase		
4	Output Device	Monitor					<i></i>
	1. A.	Printer					
		Speakers(Nos.)					
	· •	U.P.S					
5	Other Equipment	Stabililizer	1				*)
		Cables		16			
-	Oraciti	Others	La managera anna.		1		G
6	Operating system					-	
7	E-Mail / Internet	Date of Purchas	and in the local day of				
		L.	Description		Date of purchase		
		2.				<u> </u>	
		3.	an a			-	
		4.					
8	Addl.Software	5.					
	2	6. · 7.					
	ι <u>κ</u> π	8.					
		9.			*	1	
		10.			91 1		
9	Total cost (From 2	to 8)					
10	Maintained by	(%)				-0.	
11	Any other importar	nt Information					
12	Warranty						
	rtify that above informa	l					
Ce	my that above informa	ation is correct.					

	v	oucher	Purchase of New Accessories for the Computer Overleaf	Staff Officer's
Serl. No	No.	Date	Description Amount Rs.	Signature & date
1				
2				
3				1
4				
5				
6				
7				-
8		*		
9				-
10				1

4

	V	/oucher		Payment for Repair & Service Agreement (R-Repair S-Service Agreement)			Staff Officer's
Serl. No	No.	Date	R/S	Description	Amount	Rs.	Signature & date
1							
2						-	
3							
4					-		
5							
6							
7							l
8							
9							
10	-						
11							
12	-						1
13	3					it.	-
14							1
15	6						
16							
17	-						1
18	-						
19							
20)				dament and		1

Jisposal of o		Nature of	Nature of Disposal		
Date	Item	D-Destroy T-Transfer to other Institution S-Sale	Amount Collected (if Sold) Rs.	Remarks	Staff Officer's Signature & date
			·		
			-		

REG	ISTER OF COMPUTER	QUIPMENT	(Annexure 2)
1	Purchased / Transfi	from Institute:	
2	Equipment	RINTER: Dot Matrix / Line / Band / I	_aser / Inkjet / Thermal / Book
3	Make /Model		
4	Serial No		Charles and a second
5	Maximum Paper Size		
6	Print Head specs		an a
7	Print Line specs		
8	Print Band specs		
9	Laser specs		
10	Inkjet specs	and when the ground of the second	
11	Thermal specs	n de la constante de la consta I	
12	Character Sizes		
13	Font Types		
14	Builtin fonts		
15	Serial port		
16	Parallel port		
17	USB		
18	Tractor		
19	Cutsheet		an a
20	Paper handling		
21	Buffer Memeory		
22	Bulitin RAM	n han an a	
23	Maximum copies		
24	Print resolution	na na manda na kalendaki na sasa na kanan kanan kanan ka	
25	Print Colour		
26	Driver CD/Diskette		••••••••••••••••••••••••••••••••••••••
27	Data Cable		
28	Power cable		Alexandra and a second s
29	Paper Trays		
30	x	-	
31	· · ·	-	
32			
33			
34			
35		2	s X
36			
37		1	
38			
39			
40	Date of Purchase /Transfer		0
41	Total Cost Rs		·
42	Warranty		
43	Maintained by		
44	Other Information		
45	Connected folios		
46	Certificate	certify that above information is correct	
47	Signature		

	V	/oucher	Purchase of New Accessories for the Computer Overleaf	Staff Officer's
Serl. No	No.	Date	Description Amount Rs.	Signature & date
1				
2				
3				
4				
5				
6				
7				4
8				
9				
10				

	V	oucher		Payment for Repair & Service Agreement (R-Repair S-Service Agreement)			Staff Officer's
Serl. No	No.	Date	R/S	Description	Amount	Rs.	Signature & date
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Date	Item	D-Destroy T-Transfer to other Institution S-Sale	Amount Collected (if Sold) Rs.	Remarks	Staff Officer's Signature & date

REG	STER OF COMPUTER	EQUIPMENT	(Annexure 3)
1	Purchased / Transfre	ed from Institute:	
. 2	Equipment	MONITOR	
3	Make /Model		
4	Serial No		
5	Colour /Monochrome		
6	Screen Size		
7	Resolution	1	
8	Adjustments		
9	ScreenType		
10	Other features		
11	Data Cable		
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40	Date of Purchase /Transfer		
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42	Warranty		
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			Nature of	Nature of Disposal		
Date		Item	D-Destroy T-Transfer to other Institution S-Sale	Amount Collected (if Sold) Rs.	Remarks	Staff Officer's Signature & date
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REGI	STER OF COMPUTER	EQUIPMENT	(Annexure 4)
1	Purchased / Transfre		
2	Equipment	CD WRITER	
	Make /Model		
THE R. P. LEWIS CO., LANSING MICH.	Serial No		-
5	External / Internal		
	Read Modes		
7	Write Modes		
8	Re-write Modes		
9	Parallel Port		
10	USB Port		
	Other features		
	Data Cable	and a second and a fair of the one of the one the construction of the one	
	Power cable		
14	Interface		
	Card for PC		
	Multiple CD cut		
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40	Date of Purchase /Transfer		
41	Total Cost Rs		
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43	Maintained by		
44	Other Information		
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46	Certificate	I certify that above information is correct.	
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	Voucher		Purchase of New Accessories for the Computer Overleaf			
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REG	ISTER OF COMPUTER	EQUIPMENT	(Annexure 5)
1	Purchased / Transfr	ed 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	Negotaiation		na an a
10	Mounting		
11	Other features		
12	Power cable		
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REGI	STER OF COMPUTER	EQUIPMENT (Annexure 6)
1	Purchased / Transf	
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	4
13	Output Votage Range	
14	Recharge time	
15	Parallel Port	£
16	USB Port	
· 17	LCD indicators	
18	Data Cable	
19	Power cable	
20	Interface	8
21	Other features	
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40	Date of Purchase /Transfer	
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REGIS	STER OF COMPUTER E	QUIPMENT	(Annexure 7)
1	Purchased / Transfre	ed from Institute:	
2	Equipment	VOLTAGE STABILISER	
3	Make /Model	9 T	
4	Serial No		
5	Power rating	×	
6	Stabiliser Type		
7	Input Voltage Range		× .
8	Output Votage Range		ĝ.
9	Output sockets		
10	LCD indicators		
11	Overload alarm		
12	Power cable		
13	Other features		
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1	Purchased / Transfree	
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3	Make /Model	
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	Power/ voltage input	
6	Modem Type	
7	External / Internal	
8	Baud Rate /Speeds	
	Interface	
10	LCD indicators	
11	Data Cable	
12	Telephone Cable	
13	Power cable	
14	Power adaptor	
15	Other features	
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RE	GISTE	R OF COMPUTER EQU	IPMENT (Annexure 10)	
	1	Purchased / Transfr		
	2	Equipment	SCANNER	
	3	Make /Model		
	4	Serial No		
	5	Colour /Monochrome		
	6	Scanner Type	Flat Bed / Hand held / Vertical /	
	7	Scan Size	95	
	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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1	Purchased / Transfr	
2	Equipment	
3	Make /Model	
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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
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