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.

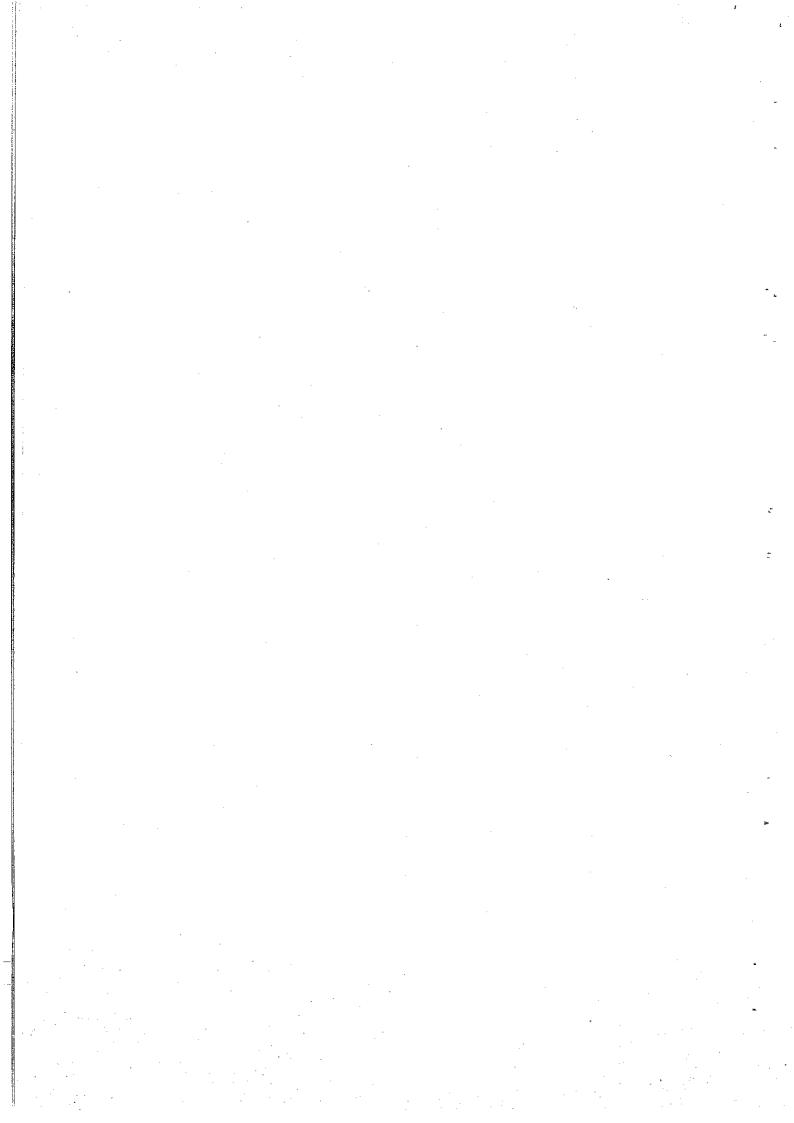
J. Charitha Ratwatte
Secretary to the Treasury

CC: 1. Auditor General

2. Director General, Dept. of Public Finance

3. Director General, Dept. of Public Enterprises

4. IAI/579



F	Register of Con	10uters				(Anne)	(ure 01)
Ħ	1 Purchased/Trans		· lanations			(/4///02	1010 017
i i	Computer (Make		Institute:		A a		
	2.1 Type	d Model)	Perconne	Comput	S/ler/Notebook/othe		•
	2.2 Processor		Speed MHz		em votebook othe		
	2.3 RAM		Capacity	 			
	2.4 Hard Disk I	Orive	Capacity				
	2.5 Floppy Disk		Yes	/No	2.12		Yes/No
	2.6 CD - Rom			/No	2.13		Yes/No
	2.7 Sound card	,	Yes		2.14		Yes/No
	2.8 TV card		Yes		2.15		Yes/No
	2.9 NetWork Card		Yes		2.16		Yes/No
	2.10 Modem - External		Yes		2.17	· · · · · · · ·	Yes/No
	2.11 Modem - In		Yes			Cost	
	Sub Total Cost (fro	m 2.1 to 2.17)			<u>-L </u>	1	
		Key Board	Yes/No	9/N -		1	
		Mouse	Yes/No	S/N -		1	
3	Input Device	Microphone	Internal	Yes/No		1	
			External	Yes/No.	S/N -		
	·	Scanner		ke,Model & S/N			
			Date of purc	hase			
ı			Make, Mo	del & S/N	Date of purchase	ļ	
4	Output Device	Monitor	<u> </u>			ļ	
	Calput Device	Printer					
-		Speakers(Nos.)					
	4	U.P.S					
5	Other Equipment	Stabililizer					·
		Cables					
6	Operating system	Others					
7	E-Mail / Internet	Date of Purchas					
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	Any other importan	t Information				10	
12.	Warranty	,	MACCHARIAN INCOME TO SERVICE AND	0,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			
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2	Equipment		<u> </u>	e / Band / Laser / Inkje	ot / Thermal / Rook
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4	Serial No			<u></u>	<u> </u>
5	Maximum Paper Size				
6	Print Head specs				
7	Print Line specs				
8	Print Band specs			<u> </u>	
9	Laser specs				
10	Inkjet specs				
11	Thermal specs			, ,	
12	Character Sizes		*	<u> </u>	
	Font Types				
14	Builtin fonts				
15	Serial port				
16	Parallel port				
17	USB				
18	Tractor				
	Cutsheet				
	Paper handling				
21	Buffer Memeory				
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REG	ISTER OF COMPUTER	EQUIPMENT	(Annexure 3)
1	Purchased / Transfi	ed from Institute:	
2	Equipment	MONITOR	(1) (1) (1) (1) (1) (1) (1) (1) (1) (1)
3	Make /Model		
4	Serial No		
5	Colour /Monochrome		
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7	Resolution	Ĭ.	
8	Adjustments		
9	ScreenType		
10	Other features	1	
11	Data Cable	, , , , , , , , , , , , , , , , , , ,	
12	Power cable		
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REG	STER OF COMPUTER	EQUIPMENT	(Annexure 4)
i	Purchased / Transfro	ed from Institute:	
2		CD WRITER	
	Make /Model		
	Serial No		
	External / Internal		
	Read Modes		
	Write Modes		
	Re-write Modes		
	Parallel Port		
	USB Port		
l1	Other features		
	Data Cable		
L	Power cable		
	Interface		
	Card for PC		
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REG	STER OF COMPUTER	EQUIPMENT	(Annexure 5)
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2	Equipment	NETWORKING SWITCH / HUB / ROUTER	THE PARTY OF THE P
3	Make /Model	source on the state of the stat	
4	Serial No		
5	No of Ports		
6	Port status Indicators		
7	Transmission modes		The second secon
8	Baud Rates		
9	Negotaiation		· · · · · · · · · · · · · · · · · · ·
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12	Power cable		
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7 4	Equipment	UNINTERRUPTABLE POWER SUPPLY	
3	Make /Model	OTHER PROPERTY OF THE PROPERTY	
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6	UPS Type		
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8	Remote shut down		
9	Battery type		
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16	USB Port		
17	LCD indicators		
18	Data Cable		
19	Power cable		
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REG	STER OF COMPUTER I	QUIPMENT		(Annexure 7)
1	Purchased / Transfi		lute:	The second secon
2	Equipment	VOLTAGE STA		
3	Make /Model	- was now of the real factor and the second	Carrie das Statistas (C.).	
4	Serial No			
5	Power rating			
6	Stabiliser Type			
7	Input Voltage Range	 	·	
8	Output Votage Range	<u> </u>		
9	Output sockets			
10	LCD indicators			
11	Overload alarm			
12	Power cable			
13	Other features			
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40	Date of Purchase /Transfer			
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EGIS	TER OF COMPUTER E		(Annexure 8)
1	Purchased / Transfr	ed from Institute:	
2		MODEMS	
	Make /Model		
-	Serial No		
	Power/ voltage input		
6	Modern Type		
	External / Internal		
	Baud Rate /Speeds		
	Interface		
	LCD indicators		
	Data Cable	,	
	Telephone Cable		
13	Power cable		
	Power adaptor		
	Other features		
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4	Serial No							
5	Colour /Monochrome			· Bainton (1984)				- Lander
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7	Plotter Size							
8	Optical Resolution			· · · · · · · · · · · · · · · · · · ·				
9	Hardware Resolution			· 		•		
10	No of Colours							
- 11	Document Size		······································		*			
12	Parallel Port							
13	USB Port	<u> </u>	······································					
14	Other features				<u> </u>			
15	Data Cable	<u> </u>	·	 				
	Power Cable					•		
17	Interface	<u> </u>				······································		
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40	Date of Purchase /Transfer				يراده خدر المساورة			
41	Total Cost Rs							
42	Warranty				······································			
43	Maintained by							·
44	Other Information							- الإستادات
45	Connected folios							
46	Certificate	I certify that	above inform	nation is corre	ot.			
47	Signature				ţ			

	V	oucher	Purchase of New Accessories for the Computer Over	leaf	Staff	
Serl. No	No.	Date	Description A		Rs,	Officer's Signature & date
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Serl.	Vo	Payment for Repair & Service Agreement Voucher (R-Repair S-Service Agreement)					
	No.	Date	R/S	Description	Amount		Signature & date
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	•	Nature	of Disposal		
Date	Item	D-Destroy T-Transfer to other Institution S-Sale	Amount /	Remarks	Staff Officer's Signature & date
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REGISTE	R OF COMPUTER EQU	IPMENT (Annexure 10)
1	Purchased / Transf	
2	Equipment	SCANNER
3	Make /Model	
4	Serial No	
5	Colour /Monochrome	
6	Scanner Type	Flat Bed / Hand held / Vertical /
7	Scan Size	Tracibody Fisha field 7 Verifical)
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	_ <u></u>	
	Power Cable	
17	Interface	
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ey 40	Date of Purchase /Transfer	
41	Total Cost Rs	
42	Warranty	
43	Maintained by	
. 44	Other Information	
45	Connected folios	
46	Certificate	l-certify that above information is correct.
47	Signature	

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	V	oucher	Purchase of New Accessories for the Computer Overleaf		
Serl. No	No.	Date	Description	Amount Rs.	Officer's Signature & date
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	V	oucher	Payment for Repair & Service Agreement (R-Repair S-Service Agreement)				
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		Nature o	of Disposal		
Date	Item	D-Destroy- T-Transfer to offier institution S-Sale	Amount Collected (II Sold) Rs.	Remarks	Staff Officer's Signature & date
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AEG	ISTER OF COMPUTER	EQUIPMENT (Annexure 11)
_1	Purchased / Trans	fred from Institute:
2	Equipment	
3	Make /Model	
4	Serial No	
5	Give Specifications below	
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40	Date of Purchase /Transfer	
41	Total Cost Rs	
	Warranty Maintained by	
43 44	Other Information	
A.E.	Connected follow	
	Connected folios	certify that above information is correct
	Certificate	LOUINY WAS GOVEN WOULDS COLLEGE
47	Signature	

Voucher		/oucher	Purchase of New Accessories for the Computer Overleaf				
Serl. No	No.	Date	Description	Amount		Officer's Signature & date	
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Serl.	\	oucher		Payment for Repair & Service Agreement (R-Repair S-Service Agreement)			Staff	34
я	No.	Date	R/S	Description	Amount	Rs.	Officer's Signature & date	
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		Nature of	Disposal		T
Date	Item	D-Destroy T-Transler to other institution S-Sale	Amount Collected (if Sold) As.	Remarks	Slaff Officer's Signature & date
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