Annexure – III

Proforma for Inventory Details of IT / ITeS Hardware Equipments
(Half Yearly Basis i.e. 1st April And 1st October of Every Financial Year)

1. **Name of the Department:**

2. **Type of action** (New procurement / Inventory / Items condemned) (Please tick the right option):

New procurement – Any new procurement in the last six months

Inventory – Total equipments inventory as of 1st April / 1st October, including new purchase

Item condemned – Details of items condemned (or) pending condemnation (Please include remarks about the exact stage of condemnation)

Sl. No	Name of the IT Equipment	Quantity	Make and Model	Specifications				Date of Purchase	Remarks
				Processor	RAM	HDD capacity	SSD capacity		
1.	2	3	4	5	6	7	8	9	10
1.	Desktop Computer								
2.	Laptop								

Sl.No:	Name of the IT Equipment	Quantity	Make and Model	Specification			Date of Purchase	Remarks
				Print Technology (Laser / Ink/ Dot matrix)	Type of Machine (Multifunctional or not)	Type of Printing (Mono / Colour)		
1	2	3	4	5	6	7	8	9
3.	Photocopier							
4.	Printer							

Sl. No.	Name of the IT Equipment	Quantity	Make & Model	Type and size (Sheet fed / flat bed / Integrated both) (A4 / Legal)	Date of Purchase	Remarks
5.	Scanner					

S. No.	Name of the IT Equipment	Quantity	Type / Capacity of UPS (Standalone / Centralised)	Battery Capacity and Quantity of Batteries	Date of Purchase	Remarks
6.	UPS		Standby / Centralised			

...	Any other item					