BHARAT INSTITUTE OF TECHNOLOGY

(Approved by AICTE & PCI, New Delhi and Affiliated to JNTU, Hyderabad)
Sponsored by : CHINTA REDDY MADHUSUDHAN REDDY EDUCATIONAL SOCIETY
Mangalpally (Village), Ibrahimpatnam (Mandal), Ranga Reddy District - 501 510, Telangana.
Ph : 08414-252265, Fax : 08414-252645, E-mail : bitpharm@yahoo.com

Ref.:

4.3.2.1 Distribution of Computers to students during current academic year- 2024

S.no	Distribution	Room No	No of Computers
1	Computer Lab-I & Language Lab	302	14
2	Computer Lab-II	NB-203	30
3	Clinirex and Hospital Pharmacy	107	14
4	Library	213	05
5	Pharmacy Practice	NB-304	17
		Total	80

BHARAT INSTITUTE OF TECHNOLOGY (PHARMACY) * Mangalpally (V), Ibrahimpatnam (M), R.R. Dist.

Principal
Bharat Institute of Technology (Phar...
Mangalpally (V), Ibrahimpatnam (M),
R.R. Dist - 501 510. Telangana.

Bharat Institutions

1277 O/C.

Accounts Copy

17.11.08.

SUCCESSFUL INSTALLATION CERTIFICATE

Date of Receipt of the Material 16.10.08	Indent No. 739	Dated 3.10.08
Invoice No. 04	Dated 16.10.08	Amt in Rs. 7,87,500=00.
Purchase Order No. BIT/HP system/2008	Dated 3.10.08	Amt in Rs. 7,87,500=00.
Any Short Supply NIL		
Name of the Supplier Powersoft Technologies, Flat No. 202, Aditya Residency, Aurora Colony, Banjara Hills, Hyd.		
Stock Retgister ledger No. Office Stock Register Vol-I	Entry No. (150 page) No'3.	

ITEM DESCRIPTION	Quantity in units as per D.C.	Quantity Received	Quantity Accepted	Quantity Rejected	Installation date	Successful Installation Y/N
HP DX 7400 - C2D 2.53 GHz/	—	—	—	—	—	—
1066 FSB/ 1 GB/160GB/ KB/ Mouse.	35	35	35	NIL	15/11/08	yes
HP 15" TFT Monitor	Note there is variation in the					
	description of item like in PO					
	it is mentioned as "HP Compaq DX 7400"					
	whereas in invoice it is like					
	HP DX 7200 - CD2 2.53 GHz" which					
	may please be settled before payment.					

Name of the Head of the Department _______________ the above material received, installed successfully and working upto the satisfaction, and all material relating to the above was recd. in good condition, no breakage, leakage were found. Payment may be released.

14/11/08

Sign. of HOD	Sign. of A.O.	Sign. of Principal	Purchase Asst.	Manager Purchase	Accounts Office	Accounts Manager

Principal
Bharat Institute of Technology
Mangalpally (V),
Ibrahimpatnam (M), R.R. Dist.

PRINCIPAL
Bharat Institute of Technology (Pharmacy)
Mangalpally (V), Ibrahimpatnam (M),
R.R. Dist - 501 510 Telangana.

(PHARMACY) BHARAT INSTITUTE OF TECHNOLOGY Mangalpally, Ibrahimpatnam

COLLEGE COPY

BHARAT INSTITUTIONS

PROCUREMENT INDENT

Indent No. 739

Date : 03/10/2008

Name of the College BIT (Pharmacy)	Date Required at Destination
Course : Dept. : Lab :	Immediately

Sl. No.	Description With Code	Qty. Last Procured	Date Last Procured	Present Balance	Qty. Reqd.	Justification	Appr. Cost	Qty. Approved byt Approved Authority Only
1	HP Comp. DX7400 Intel Core 2 Duo E7200 processor 2.53 GHz Intel Q33 Chipset memory 1GB DDR2 Ram Hp 15" TFT Colour Monitor HDD-160 GB Hard Disk Keyboard and optical scroll mouse Desktop System (Rupees seven lakhs eighty seven thousand five hundred only)				35 Systems	HP Compaq DX7400 Computer Systems Required in BIT (Pharmacy)	22,500/-	7,87,500/- 7,87,500/-

Remarks of Manager Admin :

1) 3 Quotations Y / N 2) Comparative Statement Y / N 3) Excess Requirement Y / N 4) Other Comments

Requested By	HOD	Checked By (OS/Admin Offr)	Forwarded By (Principal / Director)	Approved By
	Principal (signature)	(signature)		(signature)

Note : Separate procurement request, to be raised for each category of items and Department wise (Fixed Assets, Non-Consumables, Lab Glassware, Lab Equipment, Stationery Items)

BHARAT INSTITUTE OF TECHNOLOGY (PHARMACY) Mangalpally (V), Ibrahimpatnam (M), R.R. Dist.

PRINCIPAL
Bharat Institute of Technology (Pharmacy)
Mangalpally (V), Ibrahimpatnam (M),
R.R. Dist - 501 510. Telangana.

BHARAT INSTITUTIONS

FIXED ASSET REGISTER FOR STORES (for fixed assets only)

One Item should be entered in a Single Folio

Name of the Item : Computers

Item Code :

05005

GUIDELINES :

(1) Stores Incharge should follow up the vendor for timely delivery of the Asset and deliver the asset to the concerned indenter(s) / department(s) as per the approved Indent.

(2) Stores Incharge should ensure make, specifications, model, quality and quantity as per purchase order along with Indenter and Purchase Committee.

(3) Entry should be passed in Fixed Asset Register (FAR) only after receiving the total accepted quantity.

(4) Only after the 'Demo' and 'Successful Installation' by the Vendor in the presence of purchase committee, Stores Incharge should take up the responsibility of sending Purchase Procurement Indent, Purchase Order, Purchase Minutes, Payment Advice Slip, Invoice, Delivery Challan, Gatepass and Copy of Successful Installation Certificate documents to Accounts Department without any delay. For any delay in payment to the Vendor due to delay in forwarding documents on time to Accounts Department, concerned person where the delay occurs will be penalised.

(5) Once the Fixed Asset is purchased, purchase wise Asset Personal File is to be opened by Stores Incharge which should contain the following documents - File Index, Procurement Indent, Purchase Order, Successful Installation Certificate, Invoice, Payment Advice Slip, Warranty Cards, copy of Manual, copy of approved comparative statement along with Purchase minutes, details of accessories & AMC details. If the Asset requires maintenance (which runs with electricity) a separate AMC file is to be maintained by the Receiving custodian with all the above documents.

(6) Asset Personal File No. - Asset Personal File No. is - FILE INDEX REGISTER ENTRY No. (It is mandatory to mention P.O. number & FAR Folio - Entry No. one by one on the asset personal file)

(7) Stores Incharge should obtain the signature of the Receiving custodian in the Register for "Custodian Ledger and Asset Location Register" by filling all the details.

(8) An asset which is not in a working condition and irreparable should be treated as scrap and the same should be approved by the Write-off Committee appointed by the Management. A Separate scrap register is to be maintained to record the scrapped out Assets, with all the details.

(9) Asset Personal File should be destroyed after one year of scrapping the Total Quantity of Assets.

(10) Asset Identification No. should be in this manner : College Code / Year of Purchase / Location Code / Item Code / FAR folio No. – Entry No. / Asset No.

Example :- College Code : BIET, Year of Purchase : 09, Location Code : CSE CL1,

Item Code : Short name of the item, Size of the Item, Description of the Item : Table – 5 x 3 Size - Wooden (T – 5 x 3 – W)

FAR Folio No. - Entry No. : Fixed Asset Register Folio No. - Entry No. (1 - 2)

Asset No. : (Asset Sl. No. – Quantity Prior to current purchase – Total Quantity including current purchase) (21 - 20 - 50). MOCK CODE : (BIET / 09 / CSE CL1 / T – 5 x 3 – W / 1-2 / 21-20-50)

Sl No.	Date of Receipt	Supplier / Received from (Name, Address & Tel Nos.)	Make or Manufacturer Name	Brief Description / Specifications of the Asset / Configuration (as mentioned in Purchase Order)	Manufacturer Serial No. From	Manufacturer Serial No. To	Purchase Procurement Indent No. & date	Purchase Order No. & Date	Purchase Register Folio No.	Purchase Register Entry No.	Bill / Invoice No. with date	Delivery Challan No. with date	Successful Installation Certificate No. & Date	A Quantity (in Units)	B Unit Cost	A x B Total Cost
1			HCL	CPU – 01 Monitor – 01 Key Board – 01 Mouse – 01 Cables – 03 (Power Cords)	See the Location Register									10	23,500/-	2,35,000/-
2	15.11.08	Power Soft Technologies Flat No: 202, Aditya Residency, Aurora Colony, Banjara Hills, Hyd Ph: 9246522995	HP Compaq DX7400	CPU – 01 Memory – 1 GB [illegible] Monitor – 01 Key Board – 01 Mouse – 01 Cables – 03 (Power Cords)	See the Location Register		739 Gp03-10-08	BIT/HP System/2008 Dt: 8.10.08	NA	NA	04 / dt: 16.10.08	04/dt. 16.10.08	1287/dt: 13.11.08	35	21,684-62	7,37,590/-
3	11.3.10	Hewlett-Packard India Sales Pvt Ltd, 24 Salarpuria Arena, Adugodi Hosur Main Road Bangalore - 560030 Ph.	HP Compaq Dx7840	CPU – 01 Memory 1 GB × 2 Monitor – 01 Key Board – 01 Mouse – 01 Cables – 03 (Power Cord)	See the Location Register		01008 / 5/2/10	BIT/Purchase/Comp(HP)/[illegible] 5/2/10	3	3	39/1914583 8/3/10	0015848370 8/3/10	01010 / 20/4/10	75	20,500/-	15,37,500/-
4	8.1.2019															

Sl No.	Warranty Period From	Warranty Period To	Warranty Card No.	Asset Location Register Folio No. (From - To)	Asset Location Register Entry No. (From - To)	Asset Personal File No.	Asset No. From	Asset No. To	Stores Incharge Name	Stores Incharge Signature	Admin Officer Name	Admin Officer Signature	Vc. Admin / Dean Admin Name	Vc. Admin / Dean Admin Signature	Quantity Scrapped	Scrap Register Folio No.	Scrap Register Entry No.	Balance after Scrapping / Disposal	Stores Incharge Name	Stores Incharge Signature	Admin Offr. / Dean Admin Name	Admin Offr. / Dean Admin Signature
1				03003	1–10		1	10	K. Ravi Kumar	[signature]		[signature]										
2	17.11.08	16.11.11	NA	02003 to 02005	11–45		11	45	K. Ravi Kumar	[signature]		[signature]										
3	20.4.10	19.4.13	–	02006 to 02010	46–120	58	46	120	K. Ravi Kumar	[signature]		[signature]										
4																						

ASSET DISPOSAL DETAILS