

Annexure

1. Name of Officer in charge :
2. Name of Office :
3. No of Technical Staff working in the office :
4. No of Non Technical staff working in the office :
5. No of Computer Systems (functioning) available in the office after the present supply :
6. No of Systems(functioning) available for Technical Staff :
7. No of Systems (functioning) available for Non Technical staff :

Station

Signature

Date

Name &PEN

Mobile No

e Mail ID

(Office Seal)

(Designation Seal)

RECEIPT

Received Laptop / Desktop Computer system and peripherals as detailed below from Irrigation IT Cell, O/o the Chief Engineer Irrigation & Administration, Thiruvananthapuram sanctioned as part of implementation of PRICE Software in Irrigation Department.

SL No	Item Description	Serial No
1	LAPTOP	1.
		2.
		3.
2	Desktop Computer	CPU :
		Monitor :
		UPS :
		CPU :
		Monitor :
		UPS :
		CPU :
		Monitor :
		UPS :
3	A3 Laser Multi-Function Printer	1.
		2.
		3.

Total Laptop : ___ Nos

Desktop & UPS : ___ Nos

Laser MFP : ___ Nos

Station

Signature

Date

Name &PEN

(Office Seal)

Designation Seal



Government of Kerala
Irrigation Department

PRICE- HAND OVER RECEIPT OF LAPTOPS/DESKTOPS

Name of Office:

Name of Officer(Handing over)

PEN No

Reason for Handing Over:

SL No	Item Description	Serial No
1	LAPTOP/Net Setter	
2.	Desktop Computer	CPU :
		Monitor :
		UPS :
3	A3 Laser Multi-Function Printer	CPU :
		Monitor :
		UPS :
3	A3 Laser Multi-Function Printer	1.
		2.

(Office Seal)

Signature (Handing Over)

Name of Officer(Takencharge):

PEN No:

Signature (Taken Charge):

Place

Date

Counter Signature:

Name

PEN No

Designation Seal

(Office Seal)

Note :-

- i. SINCE THE SERIAL NOS OF THE SYSTEMS ARE TO BE TAGGED WITH THE PEN NO IN PRICE,THE APPROVED DISTRIBUTION PATTERN ENCLOSED SHOULD BE STRICTLY FOLLOWED.**
- ii. The receipt should be signed by the officer-in-charge of section/sub division/division/circle/Headquarters.**
- iii. SINCE THE CONSOLIDATED REPORT TO BE SUBMITTED TO GOVERNMENT BEFORE 30TH JUNE 2016,signed copy of the receipt should be scanned and mailed to itcellirrigation@gmail.com, immediately after distribution.**
- iv. Officers should acknowledge the receipt corresponding to his/her office only&Product serial No of each article must be noted in the space provided.**
- v. THE OFFICERS IN THE DISTRIBUTION LIST WILL BE SOLELY LIABLE FOR THE LOSS/DAMAGE OF THE SYSTEMS.**
- vi. The officer- in- charge of divisions should ensure that, the sub divisions and section offices under their jurisdiction are equipped with laptops/desktops after the supply.**
- vii. The officers transferred/retired should hand over the system to the new officer in good condition, and the hand over details to be e-mailed to Irrigation IT Cell for updatingPRICE data.**
- viii. “OPEN OFFICE” Software shall be downloaded and used free of cost.**