

Asset Approval

Print Date: 30-Aug-2018

From : 01-08-2018 to : 30-08-2018

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Sr.	Requisition No.	Cost	Complaint & description	Asset	Asset Code	Remark
GOA BRANCH						
1	8/22/2018 REQ/GOA/3999	5050	EARLIER LCD USING BY THE PERSONNEL OFFICER IS VERY OLD AND VERY NEAR TO OFF THE SCREEN AND DUE TO THIS IT IS VERY DIFFICULT TO COMPLETE THE DAILY ROUTING WORK. HENCE IT IS REQUEST YOU TO GIVE A URGENT APPROVAL FOR THE SAME.	LCD MONITOR	LCD\GOA\01	

Summary : 5050

Recommendation: EDP:- Kindly accord your kindly approval for amounting rupees 5050/- due to old LCD which was used by personnel office was beyond to repair.
Amod:- Please approve Rs. 5050/- inclusive of all taxes for LCD, this will be used personnel officer

JABALPUR BRANCH						
2	8/24/2018 REQ/JBP/4003	1200	May I request you to kindly accord approval for NPAV Antivirus 2 PC. 1200/-	ANTIVIRUS	ANTI/0001	
	8/24/2016 REQ/JBP/293 (H)	1200	NEW ANTIVIRUS INSTALLATION	ANTIVIRUS	ANTI/0001	

Summary : 1200

Recommendation: EDP:- Kindly accord your approval for antivirus for 2 users amounting rupees 1200/-.
Amod:- Please approve Rs. 1200/- for antivirus for 2 users

LUCKNOW BRANCH						
3	8/24/2018 REQ/LKNW/4005	1300	BSNL old Router damage.	ROUTER	ROUT/ALL/0001	

Summary : 1300**Page Total :7550**

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Recommendation: BSNL Router purchase for Lucknow Branch Rs.1300/-only. Kindly accord approval for the same. Old BSNL Router is damage.
 Bill enclosed for your ready reference.
 EDP:- Kindly accord your approval for new BSNL modem due to old was un-servicable amounting rupees 1300/-.
 Amod:- Please approve Rs. 1300 for new BSNL modem

NASIK BRANCH						
4	8/27/2018 REQ/NASK/4011	1500	New DATA CARD Requirment	DATA CARD	DATA CARD \nasik\01	

Summary : 1500

Recommendation: EDP:- Kindly accord your approval for data card in case of internet connectivity failure amounting rupees 1000/- for dongle & 500/- for tariff total 1500/-.
 Amod:- Please approve dongle cost Rs. 1000/- and tariff Rs. 500/-

PATNA BRANCH						
5	8/21/2018 REQ/PTNA/3998	600	CARTRIDGE HAS BEEN REFILING ON 11/07/2018 AND 28/07/2018	PRINTER	PRNT/ALL/00 02	
	7/12/2018 REQ/PTNA/3922 (H)	600	Cartridge has been refiling on 15.06.18 and 25.06.18	PRINTER	PRNT/ALL/00 02	

Summary : 600

Recommendation: EDP:- Kindly accord your approval for amounting rupees 1200/- (both tonner refilled twice times.)
 Amod:- Please approve Rs. 1200/-for tonner refill

PATNA BRANCH						
6	8/21/2018 REQ/PTNA/3998	600	CARTRIDGE HAS BEEN REFILING ON 03/07/18 AND 26/07/18	PRINTER	PRNT/ACNTS /0001	
	7/12/2018 REQ/PTNA/3922 (H)	600	Cartridge has been refiling on 23.06.18 and 30.06.18	PRINTER	PRNT/ACNTS/ 0001	

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Summary : 600

Recommendation: EDP:- Kindly accord your approval for amounting rupees 1200/- (both tonner refilled twice times.)
Amod:- Please approve Rs. 1200/-for tonner refill

PUNE BRANCH						
7	8/28/2018 REQ/PUNE/4012	5428	REQUIRED UP-GRADATION OF DESKTOP PC & WE HAVE TAKEN THE QUOTATION FOR RAM 02 GB 01 EXTERNAL HARD DISK FOR OFFICE USE.REQUEST YOU TO PLEASE TAKE APPROVAL FROM THE MANAGEMENT.	Desktop Assembled	DT/ACNTS/00 02	
	8/24/2017 REQ/PUNE/138 (H)	1850	UPGRADATION OF DDR-II RAM	Desktop Assembled	DT/ACNTS/00 02	

Summary : 5428

Recommendation: EDP:- Kindly accord your approval for 2 GB RAM for accounts PC & 1 TB external hard disk for user back-up
amounting rupees 5428/- including taxes.
Amod:- Please approve Rs. 5428/-

RANCHI BRANCH						
8	8/25/2018 REQ/RNCH/4009	900	TONER REFILE=03 NOS	TONNER CARTRIDGE	TON/0001	
	5/3/2018 REQ/RNCH/3790 (H)	350	Tonner refilling only	TONNER CARTRIDGE	TON/0001	

Summary : 900**Page Total :6928**

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Recommendation:

1. CHANGE OF DRUM FOR BM SIR PRINTER
2. TONER REFILE OF BM SIR PRINTER, ACCOUNTS PRINTER AND ONE EXTRA REFILE
3. BOTH ATTACHED.

EDP:- Kindly accord your approval for Tonner refiling amounting rupees 1250/-.(350/- & 900/-.)

Amod:- Please approve Tonner refiling amount Rs.1250/-

RANCHI BRANCH						
9	8/25/2018 REQ/RNCH/4009	350	CHANGE OF DRUM	PRINTER	PRNT/ALL/00 01	
	5/3/2018 REQ/RNCH/3790 (H)	1050	Refilling tonner, and repair PCR, Dr. Blade and moga raf	PRINTER	PRNT/ALL/00 01	

Summary :**350****Recommendation:**

1. CHANGE OF DRUM FOR BM SIR PRINTER
2. TONER REFILE OF BM SIR PRINTER, ACCOUNTS PRINTER AND ONE EXTRA REFILE
3. BOTH ATTACHED.

EDP:- Kindly accord your approval for Tonner refiling amounting rupees 1250/-.(350/- & 900/-.)

Amod:- Please approve Tonner refiling amount Rs.1250/-

SCS AHMEDABAD						
10	8/22/2018 REQ/SCSA/4000	4999	GTPL	INTERNET SERVICE PROVIDER CONNECTION	ISP/SCSAH\01	

Summary :**4999****Page Total :5349**

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Recommendation:

Sir,
Attached GTPL 6 Month Internet Service.
EDP:- Kindly accord your approval for new ISP amounting rupees 4999/- for 6 mounts.
Amod:- Please approve Rs. 4999/- for 6 months

SURAT BRANCH						
10	8/23/2018 REQ/SURT/4002	4897	CCD Scanner & POWER SUPPLY PROBLEM	PRINTER	PRNT/ALL/00 02	
	1/29/2018 REQ/SURT/579 (H)	14500	LOGIC IS NOT AVAILABLE AND DUE TO WHICH QUOTATION IS ATTACHED FOR NEW PRINTER & SCANNER	PRINTER	PRNT/ALL/00 02	

Summary :**4897****Recommendation:**

EDP:- Existing printer has issue with Scanning & Power supply , kindly accord your approval for amounting rupees 4897/-. (tax included).
Amod:- Please approve Rs. 4897/- inclusive of all taxes for scanner and Powder supply replacement of printer Canon 4200

SURAT BRANCH						
10	8/23/2018 REQ/SURT/4001	1250	DUE TO RAM PROBLEM THE PC IS NOT WORKING PROPERLY	Desktop Assembled	DT/ACNTS/00 02	
	3/26/2018 REQ/SURT/1717 (H)	750	AMC	Desktop Assembled	DT/ACNTS/00 02	

Summary :**1250****Recommendation:**

EDP:- Kindly accord your approval for new RAM due to iold was un-serviceble for amounting rupees 1250/-(GST included).
Amod:- Please approve Rs. 1250/- for RAM change ,same has been checked by AMC service provider

Total Cost:**28074****Page Total :6147**

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