**01. Hardware Tab**

a. Hardware Category (CPU/Monitor/Printer/UPS/Scanner/Modem/Pen drive) Select From Drop Down Menu

b. Hardware Tag No. (C-1,2,3,.../M-1,2,3,.../P-1,2,3,.../U-1,2,3,.../S-1,2,3,.../

Mod-1,2,3,.../Pen-1,2,3,...) Unique Field

c. Brand Name

d. Model

e. Serial No. (Unique Field)

f. Receive Date (Select From Calendar Menu)

g. Status (Running/Un-used/Repair to ITD) Select From Drop Down Menu

h. Comments

**02. User Tab**

a. User Name

b. User Designation

c. User Department

d. User Hardware (CPU/Monitor/Printer/UPS/Scanner/Modem/Pen drive) Select Data From Hardware Tab

e. Comments

**03. Supplier Tab**

a. Supplier Name

b. Supplier Address

c. Contact Person Name

d. Contact Mobile No.

e. Supply Hardware Name (CPU/Monitor/Printer/UPS/Scanner/Modem/Pen drive) Select Data From Hardware Tab

f. Comments

**Reports**

**K) †UvUvj nvW©Iq¨v‡ii wi‡cvU©**

1) KqwU wmAviwU gwbUi, KqwU GjwmwW gwbUi, KqwU GjBwW gwbUi BZ¨vw` (me©‡gvU KqwU)|

2) KqwU K¨vbb Gjwewc-3300 wcÖw›Uvi, KqwU K¨vbb Gjwewc-1210 wcÖw›Uvi BZ¨vw` (me©‡gvU KqwU)|

3) KqwU †Wj wmwcBD, KqwU GBPwc wmwcBD, KqwU †j‡bv‡fv wmwcBD BZ¨vw` (me©‡gvU KqwU)|

4) KqwU gvB‡µv BDwcGm, KqwU A¨v‡cv‡jv BDwcGm, KqwU †mbWb BDwcGm BZ¨vw` (me©‡gvU KqwU)|

5) GKBfv‡e †cb WªvBf, ¯‹¨vbvi, g‡Wg BZ¨vw`i wi‡cvU© wWm‡cø Ki‡Z n‡e|

**L) mPj nvW©Iq¨v‡ii wi‡cvU©**

eZ©gv‡b e¨eüZ nvW©Iq¨v‡ii mvwe©K wPÎ|

**M) APj/wiRvf© nvW©Iq¨v‡ii wi‡cvU©**

eZ©gv‡b Ae¨eüZ A\_©vr APj/wiRvf© nvW©Iq¨v‡ii mvwe©K wPÎ|

**N) e¨enviKvixi wi‡cvU©**

wgóvi G· wK wK nvW©Iq¨vi e¨envi K‡ib| GKBfv‡e Ab¨vb¨ e¨enviKvixiv wK wK nvW©Iq¨vi e¨envi K‡ib Zvi wPÎ Zz‡j ai‡Z n‡e|

**O) ‡givg‡Zi Rb¨ AvBwU wWwfk‡b †cÖixZ nvW©Iq¨v‡ii wi‡cvU©**

‡givg‡Zi Rb¨ AvBwU wWwfk‡b †cÖixZ nvW©Iq¨v‡ii mvwe©K wPÎ|

P) Acv‡iwUs wm‡÷g DB‡Ûvm †m‡fb 32 weU|

Q) †UvUvj mdUIq¨viwU GwW‡Uej n‡j fvj nq A\_©vr †h †Kvb mgq wbR †\_‡KB †h †Kvb †gby ms‡hvRb A\_ev we‡qvRb Kiv hvq|

R) GKwU BDRvi †d«Ûwj Kv÷gvBRW mdUIq¨vi hZ kxNªB m¤¢e †Wwjfvix †`qvi Rb¨ we‡klfv‡e Aby‡iva Kiv n‡jv|