

## **Objectives and Reports of Asset Management System**

*Keeping in view of the essentiality of a good store information and management system for better functionality of the organization, the objectives of Asset Management System has been set as follows:*

- Provide employees of the departments of Assam Secretariat to send requisition online through category wise like consumable items, Electronics, Furniture, vehicle
- View the available stock of the items in the store.
- Print the requisition sent by the department.
- Receipt of Acknowledgment can be submitted by the department. Without submitting the requisition the department can not send the next requisition.
- Check the status of the requisition.
- Cancel requisition sent by the respective department if the demanded items in the requisition have not been issued.
- Make deposition of the non consumable items issued to the department.
- Assist Nodal Officer and Nazir in decision making and in approving the the requisition and deposition being sent.
- Nodal officer and Nazir may change the demanded quantity for items when approving the requisition.
- Nazir can view the earlier requisition sent by the respective department so that how frequently a particular department send requisition for a particular item Also Nazir can view the total requisition sent by all the department for a particular item so that he can issued the items to all the required department.
- Send notification to Nodal officer about the pending request of requisition and deposition when the Nodal officer logs in.
- Adding new user .
- Nazir and Nodal officer can view all the requisition and depositions made byu the Department.

- After approving the requisition by the Nodal officer , Nazir can issue the items .
- Show all the approved requisition and items in the store to the Nazir , which has a minimum stock available when the Nazir logs in.
- Nazir can update the items in the database when new items receives and it will automatically updated to the earlier database. If the item is present in the database then it is updated, else a new item is added to the database.
- Keeps records of all the received items.
- Supplier order can be generated through the system.
- Room wise inventory can be generated through the system.
- Complain can be given by the users to the Nodal officer through the system
- Item can be searched.

#### **Reports:**

- Requisition items issued to a specific department within a specific time frame.
  - Requisition status of a specific department within a specific time frame.
  - Requisition status of a specific requisition number.
  - Item received from supplier within a specific time frame.
  - Item received from a specific supplier within a specific time frame.
  - Expenditure within a specific time frame.
  - Supplier-wise expenditure within a specific time frame.
  - Room-wise inventory.
  - Report of the stock with the serviceable items with opening balance and closing balance can be generated monthly, quarterly and annually and can be printed.
  - Purchase order report.
- More features can be added when required.



Assam Secretariat Building

Password

**116ddd**

Please enter the string shown in the image.

[Login](#)

CM Assam	About Secretariat Administration Department	Notification
 <b>Sri Sarbananda Sonowal</b> <small>Hon'ble Chief Minister, Govt. of Assam</small>	<p>Secretariat Administration Department is a non-development department and mainly concerned with the administration of the Assam Secretariat (Civil). It deals with the establishment matters of the officers and staff of the Assam Secretariat Services.</p>	<p>Notification 1</p> <p>Notification 2</p>

Important Links	Quick Links	Useful Links	Downloads
<ul style="list-style-type: none"> <li>• Important Link 1</li> <li>• Important Link 2</li> <li>• Important Link 3</li> </ul>	<ul style="list-style-type: none"> <li>• Quick Link 1</li> <li>• Quick Link 2</li> <li>• Quick Link 3</li> </ul>	<ul style="list-style-type: none"> <li>• Useful Link 1</li> <li>• Useful Link 2</li> <li>• Useful Link 3</li> </ul>	<ul style="list-style-type: none"> <li>• Download Link 1</li> <li>• Download Link 2</li> <li>• Download Link 3</li> </ul>

Copyright : National Informatics Center (NIC) Assam State Unit (ASU), Dispur, Guwahati.

  
সমস চৰকাৰ  
GOVERNMENT OF ASSAM

## Asset Management System

### Secretariat Administration Department

[Home](#) | [Administration](#) | [Departments](#) | [Notification](#) | [Login](#)



Assam Secretariat Building

Welcome to AMS

Select the Department

Password

**116ddd**

Please enter the string shown in the image.

[Login](#)

CM Assam	About Secretariat Administration Department	Notification
 <b>Sri Sarbananda Sonowal</b> <small>Hon'ble Chief Minister, Govt. of Assam</small>	<p>Secretariat Administration Department is a non-development department and mainly concerned with the administration of the Assam Secretariat (Civil). It deals with the establishment matters of the officers and staff of the Assam Secretariat Services.</p>	<p>Notification 1</p> <p>Notification 2</p>