

ASSET MANAGEMENT INFORMATION SYSTEM

Government of Goa



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Asset Management and Information System(AMIS)

This digital platform shall be medium for all Government depts/agencies/autonomous bodies etc. for making necessary application towards Condemnation and submission of relevant documents as per the terms of the notified policy.

Application URL: <u>amis.goa.gov.in</u>

To login to application type <u>amis.goa.gov.in</u> in any web bowser.
 The following page will appear





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Dashboard

Q Search



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AMIS

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Click on Add Asset Inventory to add new or existing assets

ADD ASSET INVENTORY

Type *	Category *		Sub Category *		Asset Name *	
\odot New Asset \odot Existing Asset	Select	~	Select	~		
Asset Image *	Unique Asset No. *		Weight		Unit	
Choose File No file chosen	Asset/Item No. assigned by departm	nent			Select	~
Original/Purchase value *	Date of Purchase *		Date/Month of item becoming	g unserviceable		
	dd-mm-yyyy		dd-mm-yyyy			
Location where items are stored	Supplier		Remark			
Select	✓Select	~				

Enter All the details and click on save

Note: Item/Asset need to be added into inventory before putting to condemnation.

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誉 Assets Inventory 🗸		
Add Asset Inventory	Choose Excel File Excel template Choose File No file chosen	
Add Vehicle Inventory	Import XLS	
All Asset Inventory		
All Vehicles Inventory	Show 10 v entries CSV Excel PDF Search:	
Assets Condemnation •		
MY MESSAGES	# Asset ID Name Asset Type category Sub Veight Value purchase Date Action Action Apply for condemnation	
ANNOUNCEMENTS	1 Al002241 test existing Tables Tables 1 kg 1000 2001-10- 2020- 10 02-12 Canacona I m Move to condemnation	
	Showing 1 to 1 of 1 entries Previous 1 Next	
• Click • All Asset	nventory to view "All added inventory"	
Click on Move to	condemnation to put the item for condemnation	

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• Similarly Click	on Add Vehicle Inventory to add Vehicle Inventory		

Bulk Upload Assets/Items

Instead of entering assets one by one, there is a provision to upload assets in bulk from excel sheet.

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Steps to Bulk Assets/Items

- Click on "All Asset Inventory" under Asset Inventory
- Download the Sample "Excel Template" given on page.
- Enter the data in Downloaded excel as per given column given in excel sheet.
- Upload the same excel by clicking on Choose File and click on Import XLS to import the excel file.

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a Assets Condemnation ▼	Image 🌲 Sender Name	e [≑] Asset ID [≑]	Condemnation ID 🌻	Message		•	Action ^{\$}
ANNOUNCEMENTS	GWMC Admin	AI002234	16	Asset No. AI002234 is fit for condemnation, Fit for condemnation report is sent.	12 M	lay 2022	،
	GWMC Admir	AI0020	13	Asset No. AI0020 is fit for condemnation, Fit for condemnation report is sent.	08 A	pr 2022	۰ ک
	GWMC Admir	AI0020	13	Scheduled inspection date is 2022-04-08	07 A	pr 2022	، ک
	GWMC Admir	AI0020	13	Scheduled inspection date is 2022-03-26	25 N	lar 2022	۰ ک
	GWMC Admir	AI0019	12	Asset No. AI0019 is fit for condemnation, Fit for condemnation report is sent.	24 N	lar 2022	۰ و
	GWMC Admir	AI0019	12	Scheduled inspection date is 2022-03-14	11 M	lar 2022	۰ و

All messages regarding condemnation of items will be displayed in "My Message" Section