

Attach separate sheet wherever required

Name of the Department/Section: _____

Sr. No.	System ID/ Person Using the System	Microsoft Office Version	
		Currently Installed on the System (Version)	Is it Originally licensed/ Purchased for the System/ Unlicensed?
1.			

Total No. and Details of Systems using Microsoft Operating System in your department.:

Sr. No.	System ID/ Person Using the Microsoft Operating System	Microsoft Windows	
		Currently Installed on the System (Version: XP/Vista/Windows 7/8/10)	Is it Originally licensed/ Purchased for the System/ Unlicensed?
1.			