



NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ
Rajendranagar, Hyderabad-500030.



Policy Guidelines and Standard Operating Procedures for requirements, maintenance and disposal of IT Assets



Draft Prepared by:	Shri K. Rajeshwar, Assistant Professor, CICT, NIRD&PR Shri Upender Rana, System Analyst, CICT, NIRD&PR
Reviewed and Edited by:	Shri Samir Goswami Advisor, CICT Dr. BM Rao, Consultant, NIRD&PR
Vetted by:	Shri Shashi Bhushan, ICAS, Financial Advisor & DDG I/c NIRD&PR
Approved by:	Dr. G. Narendra Kumar, IAS Director General, NIRD&PR
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1. Introduction:

The National Institute of Rural Development and Panchayati Raj (NIRD&PR) is an autonomous organization under the Union Ministry of Rural Development and it is a premier national centre of excellence in rural development and Panchayati Raj and recognized internationally as one of the UN-ESCAP Centres of Excellence, it builds capacities of rural development functionaries, elected representatives of PRIs, bankers, NGOs and other stakeholders through inter-related activities of training, research and consultancy. It is one of mission is to facilitate the rural development efforts with particular emphasis and focus on the rural poor by improving the knowledge, skill and attitudes of rural development officials and non-officials by organizing trainings, workshops and seminars.

In order to meet the set objectives, the departments of the institute are rapidly adapting Information Technology (IT) for various kinds of functionalities. In the rapid technological changing scenario, and adding value towards communicating, delivery of services, access/store/transmit information and virtual meetings to the functions of the institute, the need for focusing on IT assets, in terms of acquiring, maintain and disposing, is becoming significant and inevitable. The key challenges, related to IT assets of the institute are, tracking of diverse set of IT assets and related licenses, upgrades, versions and security dimensions.

This document sets policy guidelines, standard operating procedure for requirements, for procurement, maintain and disposal of IT assets of NIRD&PR, keeping in view of various categories of IT assets.

2. Definition and scope

NIRD&PR spends a sizable amount of budget for purchasing various categories of IT assets and scope of the document is to meet all IT assets related training programmes, implementation of various schemes, research projects and other initiatives. Purchases are made with uniform, systematic, efficient and cost effective procedure, in accordance with the relevant rules and regulations. The policy and SoP is applicable to all employees, custodians or users of IT Assets of the institute which include Delhi, Vaishali, Patna and NERC branches and any stakeholder of IT Asset of NIRD&PR.

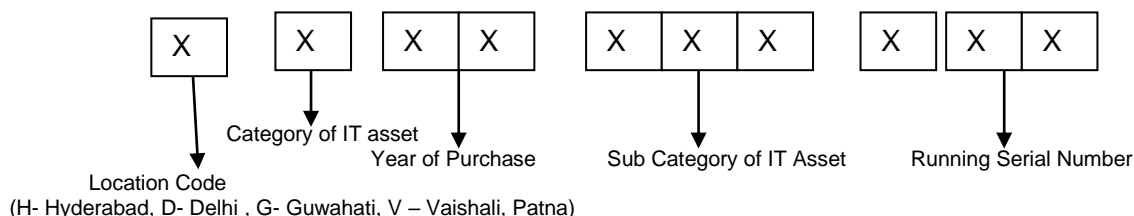
IT Asset: IT Asset refers to anything (tangible or intangible) that has value to the institute including but not limited to a computing device, IT system, IT network, IT circuit, software (both an installed instance or a physical instance), virtual computing platform.

All the IT assets are categorized for the broader classification as per following;

- A) IT Hardware
- B) IT Software
- C) IT enabled Services (ITeS)

Categorization of IT Assets:

All IT assets which are purchased for NIRDPR(including Delhi, Vaishali, Patna and NERC branch) will bear unique item code having running serial number with following coding pattern and shall be labeled on IT Asset for easy traceability.



IT asset purchased/ hired shall be identified with the above coding structure and IT asset system will maintain all IT asset codes with the defined coding pattern for easy traceability. The subcategory classifications are given in Annexure A with two examples.

IT asset listed in the following shall be categorized with the above mentioned codification pattern for all IT assets available in NIRDPR.

- a) Server, Desktop, Notebook, Tablet and other handheld Mobile Internet devices (MID).
- b) Storage system viz., SAN, NAS, HDD and other Memory devices.
- c) Networking devices viz., Switch, router, load balancer,
- d) Printing and scanning devices.
- e) Biometric devices.
- f) Electronic Display and monitor.
- g) Data acquisition devices viz., GPS, sensors, smart card reader etc.
- h) Bandwidth procurement and connectivity
- i) Application Software.
- j) Operating Systems
- k) Firewalls and intrusion devices
- l) Antivirus and security related software

IT Asset Stakeholder:

Employees of NIRDPR, Department/Centre Heads, suppliers, audit party, AMC contractors, system engineers, system Admin., hardware engineers etc.

The functional scope of the policy and SoP includes for the following

- Raising IT Asset requirements
- Installing IT asset at stakeholder's location
- Cloud storage, virtual machine and application deployment
- Maintaining IT assets master list with appropriate additions, deletions, transfer, with proper maintenance and continuous monitoring.
- Declaration of obsolescence

All IT assets of NIRDPR at Hyderabad and other offices shall be mapped with network IP numbers appropriately to NIRDPR IT assets list with corresponding stake holders details. It will be maintained by CICT to provide appropriate bandwidth of network protection against security threats incorporating firewall and anti virus and its maintenance in Asset management system though it will be the responsibility of user to take daily data backup of his/her PC.

3. Raising IT Asset Requirement**3.1 Policy guidelines:**

IT asset requirement of any stakeholder of the institute shall follow the GoI rules for procurement and shall be routed through proper channel to Centre for Information and Communication Technology (CICT) for proper technical evaluation and availability of IT asset in compliance with the requirements raised.

After proper technical and financial approvals, based on the recommendations of CICT, the required IT asset procurement process shall be initiated as per GFR rules by Stores/admin.

3.1.1 Entitlement for IT Asset – Laptop*

Sl.No.	Rank	Cost (in Rs.) Upto	Eligible Specifications
1.	DG/DDG/FA/ Registrar & Director(Admin)	80,000/- As per GoI OM no. 08(34)/2017-E-II(A) dated 20-02-2018	i5/i7 processor with other accessories.
2.	Professors / Centre Head / Director, Associate Professors	80,000/- As per GoI OM no. 08(34)/2017-E-II(A) dated 20-02-2018	i5/i7 processor with other accessories.

- I. Minimum configuration for new desktop(s) will be i5/i7-8GB RAM and rate applicable as per GeM or as per procedure of GFR or OEM.
 - II. Faculties above associate professors of the Institute are eligible for both laptops and desktops. One laptop may be kept in the custody of each Centre Head for the usage by non-entitled officers moving on tours. In case of deviation of IT policy, other category of employees depending upon their work nature, appropriate systems shall be procured based on the recommendation of technical committee.
 - III. The employees on contractual basis equivalent to Associate professor (based on Gross Salary) will be entitled for Laptop.
 - IV. Depending upon the work, technical in nature, the project staffs conducting field work, data analysis, helping the Project coordinators in report writing, handling sessions are eligible for a laptop as per the justification of Centre Head and approval of DG.
 - V. Employees working in IT center of any rank for development of applications and maintenance, desktops and laptops or staff of CDC dealing with designing etc. will be provided with higher configuration and approval may be obtained from the competent authority accordingly.
 - VI. Network shared printers and scanners will be used by each center where multiple users are sharing one room/hall
- * The officer who is given the laptop, shall be personally responsible for its safety and security as well as security of data/information. The officer concerned will be at liberty to get the device insured at his/her personal cost.

3.2 Standard operating Procedure for Raising IT Asset Requirement

Request for requirement of IT asset in prescribed format (Annexure B) shall be submitted by the stakeholder with proper approvals.

The filled in approved form shall be sent to the competent authority and it will be sent to CICT for proper evaluation and verifications against IT asset register maintained by CICT and it will also be verified with IT asset register (electronic form) for any availability of inventory and analysis the specifications with market available specifications and shall recommend accordingly for procurement.

CICT shall regularly monitor the available IT asset life on par with latest Information Technology and send list of IT asset requirements for specific locations of stake holders to administration.

4. Installing/ transfer of IT asset

4.1 Policy Guidelines

4.1.1 Installation

All IT assets procured by stores/admin will be intimated to CICT and it will be supervised by CICT engineer for complete installation / delivery of IT Asset at concerned Stakeholder's location and without certification of CICT and stakeholder no payment will be made to the concerned party. The installed/delivered certificate issued by CICT shall bear unique IT asset code and will be updated all details by CICT in IT through asset management system.

4.1.2 Standard operating procedure

- i. A copy of IT asset invoice and support documents will be sent to the CICT along with filled in form (Annexure-C) along with details of IT asset installation/delivery location and stakeholder particulars.
- ii. CICT will create new IT asset category, if it is not available in the master catalogue with standardized coding practice.
- iii. If received IT asset belongs to the already available IT asset category, running serial number will be given to that item and all particulars will be entered into the IT asset register.
- iv. CICT engineer will get executed the installation of IT asset at location where IT asset is to be installed/delivered for required conditions with proper evaluation of prerequisite conditions for installation (e.g. UPS supply, earthing).
- v. CICT engineer will confirm the complete installation/delivery by IT asset supplier and get it certified by the concerned stakeholder.
- vi. There will be reconciliation process of IT assets with mother stock register maintained by Store, asset management system of CICT and allocation of asset at user level on six monthly basis.

4.2 Transfer of IT asset

4.2.1 Policy guidelines

Transfer of IT asset shall be at the instance of request raised by the stakeholder for change of location of IT asset at the time of resignation/transfer/retirement or any event warrants the detachment of the asset from the stakeholder. Change of location may be

- i) Other premises of the department/other department,
- ii) CICT
- iii) Stores

4.2.2. Standard Operating Procedures

- i) In prescribed format (as per Annex-D) requisition letter will be sent by individual / department head to transfer IT asset mentioning the destination location to CICT.
- ii) CICT will initiate the transfer activity with appropriate approvals of Competent Authority as per rules and it will be updated in the IT asset register (system).
- iii) In case of change of IT asset software / ITes, it will be verified by the compliance of user license and security privileges.
- iv) CICT will supervise the proper transfer and installation at the destination location as the case may be.

5. Cloud storage, virtual machine and application deployment

5.1 Policy Guidelines

5.1.1 Hiring of cloud services: The cloud usage for any kind of services provided by vendor shall be properly evaluated by CICT as per guidelines, keeping in view of data protection, privacy and business continuity. Proper approvals and contract agreements will be maintained for cloud deployment for NIRDPR user services. CICT will maintain the details of contract agreement for cloud deployment, data storage and application deployment. All the cloud services of NIRD&PR will be maintained by CICT and bills will be paid as per billing cycle by the individual projects using cloud services. Approval from Competent Authority must be taken by concerned Centre/Project before provisioning any cloud space.

5.1.2 Deploying of Applications, usage of storage space and virtual servers.

Since NIRD has decided to maintain it's data center using AWS cloud services, all requirements related to procurement of servers, data storage or hosting or development platforms (PaaS Cloud Services in nature) by centers or projects, must be evaluated by CICT IT team and appropriate PaaS or SaaS services should be recommended. Procurement of physical environment must be avoided until unless it is mandatory.

5.2 Standard Operating Procedures

Cloud service provider agreement documents will be maintained by CICT with details of applications, hardware services and platform services. CICT will raise the requirements of renewals for continuation of the cloud services after completion of the contract with feedback taken from centres/users.

6. Maintaining IT assets

- **Policy guidelines:** CICT will maintain master list with appropriate additions, deletions, transfer, proper maintenance, responding to the incidents for all IT assets of NIRD&PR and all stake holders will report all break down/fault details to CICT as and when they notice in a prescribed format (Annexure E). All fault reports will be maintained through warranty/ AFMC by CICT incorporating in asset management system which can be accessible to all institute centers located at different places including outstation employee/project staff.
- Data protection, user accessibility of training participants providing appropriate data access, other user accessibility, backup recovery, business continuity aspects shall be taken up in IT security policy document.

6.2 Standard operating procedure

- i) All IT assets details, with particulars of asset location, shelf life, warranty/AFMC details, license details, patch update, version control shall be entered in the IT asset register with each IT asset having unique id number.
- ii) Details of IT asset and associated hardware, software particulars and product release series details will be maintained.
- iii) CICT will receive all fault complaints from IT asset locations from authorized stake holders and get rectified by resident / warranty /AMC support engineer by maintaining particulars of call sheet, rectified/attended problems and any up gradations of patches/applications/spares. IT asset maintenance procedure will be laid down by CICT with proper mechanization.
- iv) IT asset inventory and maintenance management information system, will be implemented and six monthly reconciliation report will be sent to stores for any updation. The physical asset register maintained by Store and CICT in electronic form as per GFR-form-23.
- v) Regular physical audit will be done in collaboration with IT asset stakeholders along with asset register maintained by Stores and IT asset register(system) maintained by CICT.
- vi) CICT will be the custodian of the IT assets which are not allotted to any stakeholder and not declared obsolete.
- vii) All IT assets fault complaints shall be maintained by warranty / AFMC though CICT and in case of non-covered circumstances of warranty / AFMC it may be rectified by the custodian of IT asset after ascertaining from CICT and approval from Competent Authority.

7. Declaration of obsolete

7.1 Policy Guidelines

Any IT Asset shall become obsolete:

CICT shall monitor the life of the IT Asset through IT Asset Management System or as per the guidelines of GoI, it shall be generated regularly the list of IT asset to be declared obsolete as per criteria set and it will be sent to administration for disposal as per rules.

7.1.1 Grounds for condemnation/ obsolete:

IT assets shall be condemned for the following:

All IT assets procured will be properly evaluated by CICT to ascertain the minimum useful estimated life and accordingly it will be monitored through asset management system for declaration of obsolete and also for the following conditions:

Criteria-1: The minimum useful estimated life of IT asset of the following is :

- | | |
|--|---------|
| 1. Servers and networks | 7 years |
| 2. End user devices such as Desktops, Laptops, Printers, Scanners. | 5 years |

As per the DoPT OM F.No. 08(34)/201 7-E II(A), dated 20th February, 2018 for retention/replacement of device – no new device will be issued/sanctioned to an officer who has already allotted a device in NIRDPR upto five years. After 5 years life of a device, **if it is in good working condition, it will be used for 1 more additional year and after that it will be declared condemned.** For the purpose of reasonable life calculation, all forms of package, software and database are treated as End User Device.

Certification of non-working IT asset can be issued by the:

1. Respective Head of the Centre/Section/Division /Unit or in consultation of CICT
2. OEM (in case of the product having OEM warranty) or Support (AMC) Agency in case the item is under the Annual Maintenance Contract (AMC).
3. Hardware / Data Communication Equipment/ Package Software which has been declared as end of life / discontinuation of support &/or updates by the OEM through a general/ public declaration or a declaration by communication.

Criteria-2: Beyond economical repair

When repair cost is considered too high (exceeding 50% of residual value of equipment taking depreciation into account), and the age of the equipment. Such cases should be dealt on case to case basis and should have concurrence of finance. In case of IT equipment, a depreciation of 20% per year may be taken for calculation of residual value. The cost will be fixed based on the original value entered in DSR volume. Equipment that has been damaged due to fire or any other unforeseen reason and has been certified as beyond repair by the authorized service agency and agreed upon by the Institute. The eligible officer is entitled for the laptop for every 5 years or till the fitness of such device is certified by the concerned IT team, whichever is later. Repair agency / vendor can also certify that the equipment cannot be repaired.

Criteria-3: Equipment that has been damaged due to fire or any other reason(s):

Such cases shall be reviewed by Competent Authority and Finance Department for concurrence approval/opinion along with supporting documentary evidence(s) and reason(s).

Criteria-4: Non-availability of spare-parts:

Any equipment for which the agency providing support confirms the non-availability of spare parts may be considered subject to a certification issued by the competent authority of the support agency.

8. Disposal Modalities:

- 8.1** Such an equipment (that has been condemned) shall be disposed of strictly following the procedure as laid down in Rule 217 to 223 of GFR 2017 (Annexure) OR replaced with newer equipment through buy-back following rules as laid down in IT Procurement Policy. NIRDPR should also adhere to e-Waste Management policy guidelines issued from time to time.

A proper inventory of items for disposal will be prepared by the Condemnation Committee constituted by NIRDPR competent authority. Once the equipment has been condemned it should be removed from office use and kept in the area allocated for scrapped equipment.

Stores Section of NIRDPR will also ensure removal of service and inventory labels from such equipment. All data including the operating system must be removed after taking proper backup.

8.2 Standard Operating Procedures (SOP)

- i. CICT will generate the list of obsolete IT asset as per the policy guidelines given above and submit the list to the administration for formal declaration of the obsolescence of the IT asset with proper scrutiny by technical committee and as per rules.
- ii. After declaration of the obsolescence of IT asset by Competent Authority, CICT will update the IT asset system accordingly.
- iii. All the condemned equipment should be moved to the stores section of NIRDPR for preparing condemnation notes which should be individually numbered having equipment description, including the make, model, serial number, asset register number, purchase date, purchase price, reason for condemnation and additional information, if any.
- iv. Review of internal audit on IT assets shall be taken up in the month of May every year.

9. Conclusion

Based on the technological up gradations and adding IT asset value to the institution, revision of the document will be taken up with the approval of Competent Authority. The document will be revised regularly based on the feedback from stakeholders. Awareness on IT asset policy and SoP, training programs shall be conducted, as and when required.



NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ
Rajendranagar, Hyderabad 500030

No: NIRDPR/CICT/ITEquipment/2020-21/1

February 12, 2021

CIRCULAR

Sub: Maintenance of stock of IT equipment in NIRDPR – Reg

As per approval of the Competent Authority and in order to streamline the system of maintenance of stock of IT equipment in NIRDPR, the following guidelines are issued:

1. **New Equipment Allocation** – After procurement, Store shall ensure with CICT that equipment are registered in IT Asset Management System maintained by CICT and assigned to appropriate end user. After the assignment is done then only the equipment is handed over to end user.
2. **Used Equipment Handover** –
 - a. While leaving employee may handover the equipment to CICT in that case CICT will update the IT Asset Management System and made the same available for allocation if in working condition.
 - b. Or else while leaving employee may handover the equipment to Center Head and the same will be assigned to CH IT Asset Management System. Later CH can request CICT to change the allocation when the same equipment is given to some other employee.
3. **Not Working** – Following actions are required at earliest –
 - a. Store shall allocate a place to dump non working IT Assets
 - b. Any IT Asset which are in not working condition and in possession of Store or CICT must be marked in IT Asset Management System and immediately moved to dumping location.
 - c. ART may notify other Centers to declare their non working IT assets. CICT will update them in IT Asset Mgmt System and CICT shall move them to designated location.
 - d.

ASSISTANT REGISTRAR (I)

Copy to:

SPS to Director General
Steno to Dy Director General
Steno to Director (FM) & FA
Steno to Registrar & Director (Admn) – fa-2021/17/2021
All Prof & Heads of centres/ Project Directors/ DDU-GKY/ NRLM RC – for information
Assistant Registrars
All Controlling Officers

Handwritten notes:
17/2
ATB
CICT: 17/2/21

No. 03(13)/2018-E.II(A)
Government of India
Ministry of Finance
Department of Expenditure

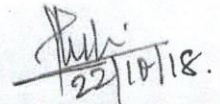
North Block, New Delhi
Dated: 22nd October, 2018

OFFICE MEMORANDUM

Subject: Instructions for the purchase of laptops/notebooks and similar devices for eligible officers – Clarification regarding admissibility of Taxes/GST on the price ceiling.

The undersigned is directed to inform that references have been received in this Department seeking clarification regarding admissibility of Taxes/GST on the prescribed price ceiling of Rs. 80,000 as mentioned in Para 2(i) this Department's O.M. No 08(34)/2017-E.II(A) dated 20th February, 2018 on the above subject.

2. The matter has been considered in this Department. Since taxes are statutory in nature and are bound to change from time to time, it is clarified that the price ceiling of Rs. 80,000/- for the purchase of laptops/ notebooks and similar devices for eligible officers under the provisions of this Ministry's OM dtd. 20th February 2018 is **exclusive of taxes**.
3. This is issued with the approval of Secretary (Expenditure).


22/10/18.
H. Atheli
(Director)

To:

- (i) All Ministries and Departments of the Govt. of India as per standard distribution list.
- (ii) All Financial Advisors
- (iii) Nic for uploading on Ministry's website.

F.No. 08(34)/2017-E.II(A)
 Ministry of Finance
 Department of Expenditure
 E.II(A) Branch

New Delhi, the 20th February, 2018

OFFICE MEMORANDUM

Subject: Instructions for the purchase of laptops/notebooks and similar devices for eligible officers – revised guidelines.

In supersession to this Ministry's Office Memorandum bearing No. 08(64)/2017-E.II(A) dated 27th September 2016, regarding purchase of Note Book/Lap-Top computers by Ministries/ Departments & delegation of powers thereof, it has been decided that lap-top; tablet; notepad; ultra-book; notebook, net-book or devices of similar categories may be issued to officers of the rank of Deputy Secretary and above for discharge of official work. These powers shall continue to be exercised in consultation with the Financial Adviser by the Secretary of the Ministry/ Department or any other authority who are specifically delegated these powers by this Ministry from time to time, duly taking into consideration the functional requirements and budgetary provisions.

2. This would, however, be subject to the following conditions:

(i) **Cost of device:** The Cost of device including Standard software* shall not exceed Rs. 80,000/-.

Standard Software: Any software (Operating System, Antivirus software or MS-Office etc.) that is essential for the running of device towards discharge of official functions/duties.

(ii) **Purchase Procedures:** As prescribed under GFRs/CVC guidelines may be followed.

(iii) **Safety, Security & Maintenance of Device:** The officer, who is given the device, shall be personally responsible for its safety and security as well as security of data/information, though the device shall continue to remain Government property. The officer concerned will be at liberty to get the device insured at his personal cost.

(iv) **Retention/Replacement of device:**

- a) No new device may be sanctioned to an officer, who has already been allotted a device, in a Ministry /Department, up to five years. Any further issue of laptop in case of loss/damage beyond repairs within the prescribed period, should be considered only after the cost is recovered from the officer based on the book value after deducting the depreciation.
- b) For the purpose of calculation of the book value, a depreciation of 25% per year, on straight line method, be adopted.
- c) Post the completion of five years of usage, the officer shall retain the issued device.

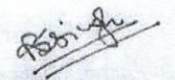
(v) **Conditions at the time of transfer, Superannuation etc.:**

- a) In case where, at the time of purchase of device if the residual service of the officer is less than 5 years or in case the officer is transferred/deputed to State Govt. but with residual service of less than 5 years or the officer leaves the Government Service within 5 years of purchase of such device, the officer concerned will have the option of retaining the device by paying the amount after deducting the depreciation.

- b) Upon transfer/deputation of the officer to other Ministry/ Department/Attached/Sub-ordinate offices of the Government of India or to the State Government in case of Officers of the All India Services, the officer will have the option of retaining the existing device and in case of such retention, this fact should be specifically mentioned in the Last Pay Certificate (LPC).

3. **Instructions for Ministries/Departments:**

- (i) For the officials who are currently holding laptops, notebooks or similar devices in accordance with the provisions of O.M. dt. 27/09/2016, the terms & conditions for retention/disposal of the device shall continue to be governed under the existing instructions of the said O.M.
- (ii) The applicability of the provisions of this order to the officers of Armed Forces/Para-Military Forces, officers of MoD & other similar establishments would be subject to restrictions imposed by the concerned departments/organizations duly taking into consideration the security of information. In all such cases the security of the information shall be the responsibility of the concerned department.
4. This is issued with the approval of Secretary (Expenditure).



(Dr. Bhartendu Kumar Singh)
Director(E.IIA)

To

- 1) All Ministries/Departments of Government of India
- 2) All Financial Advisers
- 3) NIC, D/o Expenditure



are made over correctly to his successor. A statement giving all relevant details of the goods, materials etc., in question shall be prepared and signed with date by the relieving officer and the relieved officer. Each of these officers will retain a copy of the signed statement.

Rule 217 Disposal of Goods.

- (i) An item may be declared surplus or obsolete or unserviceable if the same is of no use to the Ministry or Department. The reasons for declaring the item surplus or obsolete or unserviceable should be recorded by the authority competent to purchase the item.
- (ii) The competent authority may, at his discretion, constitute a committee at appropriate level to declare item(s) as surplus or obsolete or unserviceable.
- (iii) The book value, guiding price and reserved price, which will be required while disposing of the surplus goods, should also be worked out. In case where it is not possible to work out the book value, the original purchase price of the goods in question may be utilised. A report of stores for disposal shall be prepared in Form GFR - 10.
- (iv) In case an item becomes unserviceable due to negligence, fraud or mischief on the part of a Government servant, responsibility for the same should be fixed.
- (v) **Sale of Hazardous waste/Scrap Batteries/Electronic waste:** Scrap lots comprising of hazardous waste, batteries etc. shall be sold keeping in view the extant guidelines of Ministry of Environment & Forest. Prospective bidders of such lots of hazardous waste/scrap batteries/ e-waste should be in possession of registration, valid on the date of e-Auction and on the date of delivery, as recycler/ pre-processor agency.

Rule 218 Modes of Disposal.

- (I) Surplus or obsolete or unserviceable goods of assessed residual value above Rupees Two Lakh should be disposed of by :
 - (a) obtaining bids through advertised tender or
 - (b) public auction.

- (ii) For surplus or obsolete or unserviceable goods with residual value less than Rupees Two Lakh, the mode of disposal will be determined by the competent authority, keeping in view the necessity to avoid accumulation of such goods and consequential blockage of space and, also, deterioration in value of goods to be disposed of. Ministries/ Departments should, as far as possible prepare a list of such goods.
- (iii) Certain surplus or obsolete or unserviceable goods such as expired medicines, food grain, ammunition etc., which are hazardous or unfit for human consumption, should be disposed of or destroyed immediately by adopting suitable mode so as to avoid any health hazard and/or environmental pollution and also the possibility of misuse of such goods.
- (iv) Surplus or obsolete or unserviceable goods, equipment and documents, which involve security concerns (e.g. currency, negotiable instruments, receipt books, stamps, security press etc.) should be disposed of/ destroyed in an appropriate manner to ensure compliance with rules relating to official secrets as well as financial prudence.

Rule 219 Disposal through Advertised Tender.

- (i) The broad steps to be adopted for this purpose are as follows :
 - (a) Preparation of bidding documents.
 - (b) Invitation of tender for the surplus goods to be sold.
 - (c) Opening of bids.
 - (d) Analysis and evaluation of bids received.
 - (e) Selection of highest responsive bidder.
 - (f) Collection of sale value from the selected bidder.
 - (g) Issue of sale release order to the selected bidder.
 - (h) Release of the sold surplus goods to the selected bidder.
 - (i) Return of bid security to the unsuccessful bidders.
- (ii) The important aspects to be kept



either in cash or in the form of Deposit-at-Call-Receipt (DACR), drawn in favour of the Ministry or Department selling the goods. The goods should be handed over to the successful bidder only after receiving the balance payment.

- (v) The composition of the auction team will be decided by the competent authority. The team should however include an officer of the Internal Finance Wing of the department

- (iii) anticipated losses on account of obsolescence of stores or of purchases in excess of requirements;
 (iv) losses due to damage, and
 (v) losses due to extra ordinary situations under 'Force Majeure' conditions like fire, flood, enemy action, etc.;

Rule 221 Disposal at scrap value or by other modes. If a Ministry or Department is unable to sell any surplus or obsolete or unserviceable item in spite of its attempts through advertised tender or auction, it may dispose of the same at its scrap value with the approval of the competent authority in consultation with Finance division. In case the Ministry or Department is unable to sell the item even at its scrap value, it may adopt any other mode of disposal including destruction of the item in an eco-friendly manner.

Rule 222 A sale account should be prepared for goods disposed of in Form GFR 11 duly signed by the officer who supervised the sale or auction.

Rule 223 (1) Powers to write off. All profits and losses due to revaluation, stock-taking or other causes shall be duly recorded and adjusted where necessary. Formal sanction of the competent authority shall be obtained in respect of losses, even though no formal correction or adjustment in government accounts is involved. Powers to write off of losses are available under the Delegation of Financial Powers Rules.

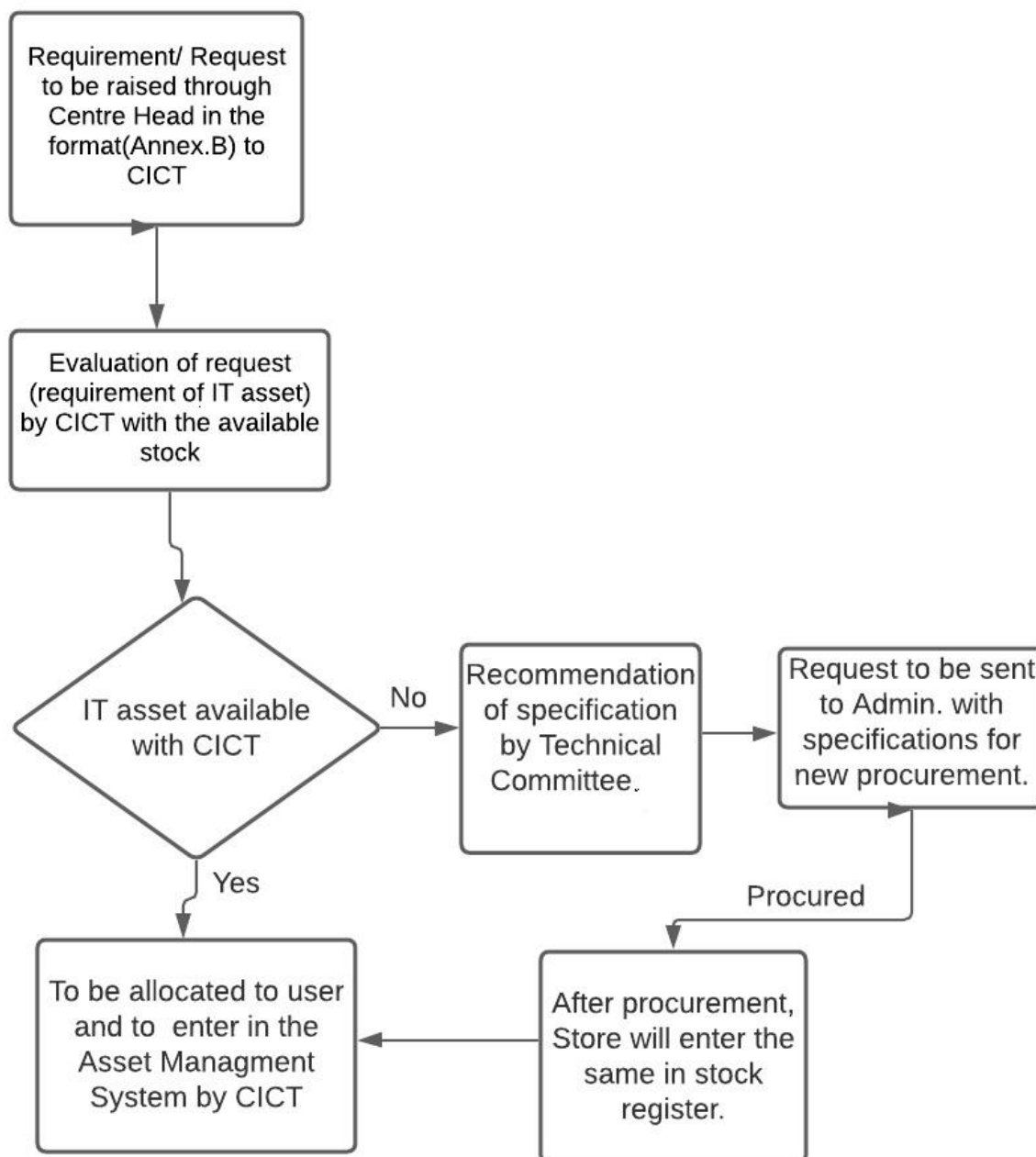
Rule 223 (2) Losses due to depreciation : Losses due to depreciation shall be analysed, and recorded under following heads, as applicable :-

- (i) normal fluctuation of market prices;
 (ii) normal wear and tear;
 (iii) lack of foresight in regulating purchases; and
 (iv) negligence after purchase.

Rule 223 (3) Losses not due to depreciation : Losses not due to depreciation shall be grouped under the following heads :-

- (i) losses due to theft or fraud;
 (ii) losses due to neglect;

Flow chart for Raising IT Asset Requirement till its allocation.



Note: Recommendation of specification for new IT asset(s) will be given by Technical Committee in case of any deviation of IT policy.

Annexure-A

Standardization/ Classification IT asset identity number

X ----- Major classification,

H-Hard ware, S-Software, I-IT enabled services

XX ----- year of product make

XXX ----- subcategory

Sub category code	Description
011	Server
021	Desktop
061	only electronic display/monitor
031	Laptop
041	Tablet
051	Mobile devices
111	Storage devices
211	Network devices
311	Printing/plot devices
411	Biometric devices
511	Data acquisition devices
611	Operating Systems
711	Antivirus Software
811	Firewall related software
911	Application software

Example1 HH21031001 (item code allotted to Laptop of Hyderabad office of year 2021 for).

Example2 - DH21021001 (item code allotted to Desktop of Delhi Office of year 2021) - XXX (last three digits, running serial number).

Example3 - GH21021001 (item code allotted to Desktop of Guwahati office of year 2021) - XXX (last three digits, running serial number).

Example4 - VH21021001 (item code allotted to Desktop of Vaishali office of year 2021) - XXX (last three digits, running serial number).

Annexure-B

Request for IT asset Requirement

Date:/...../.....

Dept./Centre Name:

Name of the Indenter :

Name of Centre Head

Employee Code:

Details of IT asset requirement :

IT Asset Category : Hardware / Software / ITeS

Quantity / Instances / Volumes :

Description of the IT asset :

Whether the requirement of new Project? Yes / No

A) If, Yes, give following details:

- 1) Name of the Project :
- 2) Whether project is approved:
- 3) Functional requirement & Justification for the proposed asset:

B) If, No – Give the reason for requirements.

- 1) Technical requirement for existing IT asset upgradation.
- 2) Break down/Failure of the existing IT asset.

Attach any support document(s).

Signature of Centre Head**Signature of the Indenter/Employee**

Annexure-C

Intimation to CICT from stores/Admin for installation/delivery of IT Asset

1. Name of IT Asset:
2. Quantity
3. Details of Invoice/delivery challan
4. Supplier contact details contact number:
5. Installation location details

Name of Centre

Name of HoD

Location address

6. Attached document details

Signature of stores in charge/ admin

Entry of new arrival IT asset details in IT Asset register by CICT with following

- IT asset Classification details : Hardware/software/ITeS
- Year of purchase of IT Asset :
- Sub-category of IT asset :
- Quantity received :
- Running serial number : (each number for each quantity)

Final unique number allotted as per above for each item.

Annexure – D

Requisition to transfer for IT Asset

Date:

Name of the indenter emp code :

Centre name :

HoD Name:

Name of the IT Asset to transfer :

Asset Number:

IT Asset Transfer Details

From location

To location

Reasons for transfer :

Signature of indenter

Signature of HoD

Annexure – E

Complaint of IT asset failure

Name of compliant: Employee code :

Centre/department :

Details of IT Asset

Nature of failure :

Date and time of failure :

Date of complaint :

Signature of complaint

HoD /Incharge Signature