

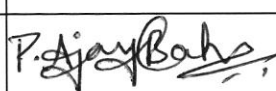


AP CRDA (Andhra Pradesh Capital Region Development Authority)

POLICY DOCUMENTATION

IT & NON-IT ASSET ALLOCATION AND RECLAIM POLICY

October 2015

AP CRDA, Vijayawada

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IT & NON-IT ASSET ALLOCATION AND RECLAIM POLICY	
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IT & NON-IT ASSET ALLOCATION AND RECLAIM POLICY LIST

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IT & NON-IT ASSET ALLOCATION AND RECLAIM POLICY	
October'2015	Version 1.0

TABLE OF CONTENTS

1 OBJECTIVE	4
2 SCOPE	4
3 ELIGIBILITY.....	4
4 POLICY DETAILS	4
4.1 Allocation	4
4.2 Reclaim	5
4.3 Guidelines for return of IT/non-IT assets	5
4.4 Guidelines on reporting theft / damage / loss of IT/non-IT assets.....	5
4.5 Recovery.....	6
5 EXCEPTIONS	7
6 EFFECTIVE DATE	7
7 Annexure-1 (Guidelines to employees on laptop usage and maintenance)	8

IT & NON-IT ASSET ALLOCATION AND RECLAIM POLICY	
October'2015	Version 1.0

1 OBJECTIVE

This Policy defines the guidelines for allocation, reclaim/recovery of IT assets like desktops, laptops, pendrives, external hard disks, printers, scanners, routers/switches, fax machines, projectors, other peripherals etc. and non-IT (ICT/IOT) assets like Phones, Cameras etc. This policy also specifies the procedure around loss, theft, damage and transfer of such IT & non-IT assets, post allocation to the employees.

2 SCOPE

This Policy is applicable to all employees of the Company and its subsidiaries.

3 ELIGIBILITY

All employees who are issued with above mentioned IT & non-IT assets and associated accessories by the Company and its subsidiaries are eligible under this Policy.

4 POLICY DETAILS

4.1 Allocation

- All the categories of employees/units are eligible for allocation of IT & non-IT assets under this policy based on relevant approvals and availability of such assets.
- Allocation of IT/non-IT assets to all eligible employees will be managed by the Asset Management Division (AMD) at the respective locations. Once the IT/non-IT assets are procured by the organization through standard process, they will be categorized and recorded under Asset Management Software and will be tracked through Asset id's and serial numbers.
- Based on the requirement from departments in the organization and following relevant approvals in written form, respective IT/non-IT assets will be allocated to the concerned/designated employees.
- In case if any employee needs to be allocated with both desktop and laptop (or) laptop to perform their duties, such exceptional request(s) needs to be prior approved by Addl.Commissioner/Special Commissioner/Commissioner.

IT & NON-IT ASSET ALLOCATION AND RECLAIM POLICY	
October'2015	Version 1.0

- Employees need to acknowledge the allocation of IT/non-IT asset(s) to them through a manual signature process in the asset register or through e-mail acknowledgement etc.

4.2 Reclaim

Reclaiming of the IT/non-IT asset(s) from employees is initiated due to one or more of the following reasons:

- On separation of an employee from the organization
- Employee going on Long Leave(>=6months)
- On transfer of an employee from one location to another location
- On movement of an employee on deputation or out of such support.
- Disciplinary actions initiated against any employee.

4.3 Guidelines for return of IT/non-IT assets

- Upon separation/deputation/long leave/transfer etc. of any employee in the organization, the local HR needs to send the employee details (Employee Id, Employee Name, Employee Designation, Employee Department etc.) to the Asset Manager after which the asset manager initiates the formalities to clear the IT/non-IT assets allocated to the respective employee.
- It is the responsibility of the employee to ensure safe return of the IT/non-IT assets (including the respective accessories and relevant documents) to Asset Manager and collect the receipt for the same.
- Upon clearance of IT/non-IT assets allocated to the employee going on separation/deputation/long leave/transfer etc. through above process, asset manager will generate a clearance form signed by both employee and asset manager. Employee needs to submit the same to HR after which the respective process for separation/deputation/long leave/transfer etc. of that employee will be initiated.

4.4 Guidelines on reporting theft / damage / loss of IT/non-IT assets

The sole responsibility of maintaining the IT/non-IT asset lies with the employee to whom it is assigned with.

IT & NON-IT ASSET ALLOCATION AND RECLAIM POLICY	
October'2015	Version 1.0

Employees have to use the IT/non-IT assets allocated to them with utmost care and caution. However, in the event of loss/theft/damage of the IT/non-IT asset, the following guidelines are to be followed:

The incident of theft or loss of the asset has to be immediately communicated to both head of the department of IS wing and Administration wing at the respective location.

The employee is required to file a First Information Report (FIR) with the nearest police station in the vicinity of the incident. Upon filing the FIR, the employee needs to file an incident report informing the loss and also needs to submit the report along with the scanned copy of the FIR to the IS and Administration departments.

4.5 Recovery

- For any incident of loss/theft, reported by the employee without a valid FIR, upon recommendation from head of the department of IS wing and approval from competent authority, total asset value shall be recovered from the employee. IS wing, shall assess the amount taking into account the original cost of the item and the usage period/depreciation thereof. Depreciation shall be at 5% of the total cost of the asset per year. Also, the loss/theft shall be recorded over file and a warning/disciplinary notice shall be issued to the concerned employee via administration channel on the same.
- For the first incident of loss/theft reported by the employee with a valid FIR, upon recommendation from head of the department of IS wing and approval from competent authority, any one of the below options, whichever is less, will be used for recovery from the employee:
 - a. 75% of the total asset value (without considering the depreciation/usage value) shall be recovered from the concerned employee and remaining 25% shall be borne by the organization
 - (or)
 - b. Total asset value shall be recovered from the employee, taking into account the original cost of the item and the usage period/depreciation thereof. Depreciation shall be at 5% of the total cost of the asset per year.
- For any subsequent incidents of loss/theft reported by the same employee with or without a valid FIR, upon recommendation from head of the department of IS wing and approval from competent authority, total asset value shall be

IT & NON-IT ASSET ALLOCATION AND RECLAIM POLICY	
October'2015	Version 1.0

recovered from the employee. IS wing, shall assess the amount taking into account the original cost of the item and the usage period/depreciation thereof. Depreciation shall be at 5% of the total cost of the asset per year. Also, the loss/theft shall be recorded over file and a warning/disciplinary notice shall be issued to the concerned employee via administration channel on the same.

- For any incident of damage reported by the employee, upon recommendation from head of the department of IS wing and approval from competent authority, the cost of repair shall be recovered from the employee. IS wing shall assess the amount taking into account the L1 estimation cost of repair from at least 3 (three) vendors or authorized service engineer from OEM (Original Equipment Manufacturer). In case if the estimated cost of repair is going high or on par with original cost of the item, the employee may be held responsible for bearing the cost of replacing the asset with equivalent specifications and brand, under the discretion of IS wing and approval from competent authority.
- In case of any approval of insurance claim of the respective asset, an amount that has been approved by the corresponding insurance company will be credited back to employee or company who is bearing the penalty.
- In case of any recovery of the respective asset by police in future, the asset shall be handed over to employee who has bared the penalty; upon credit of balance amount (if any) which company has paid for loss of that asset.
- Employees who are separating from the company and employees who are proceeding on extended leave/deputation/transfer are required to hand over the IT/non-IT assets to asset manager (following the rules covered under section 4.3), failing which, the organization reserves the right to recover the entire cost of the asset from the employee.

5 EXCEPTIONS

Any exceptions and deviations to this Policy require the approval from the Commissioner / Special Commissioner / Addl. Commissioner unless stated otherwise in the clauses of the Policy.

6 EFFECTIVE DATE

The Policy will be effective from the date, when approved by the Commissioner, APCRDA, Vijayawada.

IT & NON-IT ASSET ALLOCATION AND RECLAIM POLICY	
October'2015	Version 1.0

7 Annexure-1 (Guidelines to employees on laptop usage and maintenance)

- During abnormal weather conditions like lightning, thunder storms, unplug the power cord from the mains and telephone lines. This is to ensure that the unit is protected from possible damage due to power surge.
- Keep a safe viewing distance whenever possible, to reduce strain on the eye. To get best results LCD should be directly in front of user.
- For best viewing of the monitor, it is recommended that top line of LCD is located at least 20 degrees below the eye level.
- Provide adequate lighting to ensure lesser strain to the eye.
- Do not insert or carry the laptop along with files, books etc.
- Avoid inserting/ removing mouse or keyboard while laptop is powered on.
- Avoid handling the laptop by holding LCD screen or by applying force to LCD or it surrounding areas.
- Please ensure that special care is taken while transporting laptop, so that LCD does not get damaged.
- To avoid any risk of short circuit or internal damage, never allow any metallic objects like paper clips etc. to fall into unit. In such cases switch off the unit and contact either the local IT support or the nearest authorized service center of the manufacturer.
- Never allow any liquid to spill into any part of a laptop, and never expose it to rain or water.
- Do not place laptop near heat source and never expose laptop to direct sunlight.
- Avoid using laptop in a dusty area, since dust particles can affect reliability of the laptop.
- Do not install unauthorized software (including games) or non-standard software.
- Do not modify any settings on your computer unless required. In case of doubts, please get in touch with the local IT team.
- Do not leave the laptop unattended at airports, cyber cafes or customer locations.
- Collect the laptop and accessories at all the security check points (airports, conference centers or high security areas).