

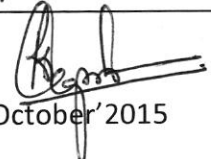


AP CRDA (Andhra Pradesh Capital Region Development Authority)
POLICY DOCUMENTATION

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	
October'2015	Version 1.0

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IT & NON-IT ASSET ALLOCATION AND RECLAIM POLICY LIST

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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.