
Guidelines for the IT asset issuance, handover

The Computer Center (CC) provides the IT assets (PC, laptop, printer etc.) to the employees following the below guidelines to ensure that organizational resources are used effectively.

1. It is mandatory to raise the request for an IT asset issuance, in advance, through the Workflow System (ERP).
2. Currently, the following guidelines are followed for the issuance of the assets.
 - a. A PC is issued to a regular staff member during the period of employment.
 - b. A PC is issued to an outsourced staff who holds Junior Executive/Project Assistant position or higher, during the period of employment.
3. The employee to whom the asset was issued by the CC will be the custodian of the asset.
4. The issuance is for the period of employee engagement with the institute or until it is replaced due to some technical issue.
5. The custodian is solely responsible for the safekeeping of the asset during the usage.
6. The asset assigned to the employee has to be made readily available for physical verification during the internal asset audit.
7. The custodian cannot transfer the asset to any employee. The asset must be handed over to the CC to ensure that the asset is no longer in the employee's name in the records. A web interface will be provided in due course to check the asset allotted to the employee.
8. It is mandatory for any faculty/staff/apprentice/intern/other to submit the asset(s) to take No Dues from the CC.
9. Departments/Sections/Center/Unit is requested to ensure No Dues from the CC is taken before relieving the staff.
10. To ensure efficient resource use and avoid mismanagement, loss, or unauthorized use, unassigned or surplus assets must be returned to the CC and not retained by departments or sections.