

## **IT Infrastructure Policy**

(This is a document under continuous evolution currently in version 1 dated 04/2020)

**Authority :** Approved by the competent authority of Intellect Commodities Pvt Ltd.

**Applicability:** This policy is applicable to all the employees of Intellect Commodities Pvt Ltd and all others who use institutional Information Technology (IT) resources (i.e. all the computers, communication nodes, information technology/information and communication technology (IT/ICT) infrastructure etc.), within the Institute's network and access, transmit or store Institutional and/ or personal information.

**Policy Statement:** IT/ICT resources of the Institute should be used to augment various objectives of teaching, learning and research. It is the responsibility of the users of Intellect Commodities Pvt Ltd IT Infrastructure resources ("users") to appropriately use and protect institutional IT resources and to respect the rights of others. This policy is a guideline for safer and legitimate use of such IT resources.

### **Definitions and Terminology as used in this policy:**

"Information Technology (IT) Resources" : This includes all the devices and technologies provided by the Institute, which access, process, store or transmit Institute's or an individual's personal information.

"Information" includes both Institute's and an individual's personal information, both in public or personal domain.

"Individually owned resources" are IT resources that are purchased and owned by individuals and are being used within Institutional prerogatives.

#### **1. Routing of IT Infra purchase requests – by Employees/staff – from Institute head (If not available in stores)**

Indenter > Indent cum Administrative Approval Sheet>Reporting Authority (in hierarchy) > IT Infra > Technical Verification/self authorization/Stores (to check existing item availability with indenter and comment on indent) > IT Infra Comment > Final Approval (Director) > Purchase section > Store entry > Issue to indenter and OM for installation to IT Infra> Installation, Numbering and Technical verification by IT Infra and Indenter > Record of issue in IT Infra > Stores for payment Process

#### **(If available in stores)**

Indenter > Indent cum Administrative Approval Sheet> Reporting Authority (in hierarchy) > IT Infra > Technical Verification/Stores/ Checking of Availability > IT Infra Comment > Final Approval (Director) > Store entry > Issue to indenter and OM for installation to IT Infra> Installation, Numbering and Technical verification by IT Infra and Indenter > Record of issue in IT Infra

#### **2. Routing of IT Infra complaints (repair/ maintenance/general services) if repairable by internal technical persons-**

Indenter > IT Infra Online Complaint form> Technical verification by IT Infra and Indenter > Signature of Indenter

#### **3. Routing of IT Infra complaints (repair/ maintenance/part replacement services) with empanelment for out of warranty products-**

Indenter > IT Infra Online Complaint form>Technical Verification/Stores >External Vendor for Verification (repair and repair price quote or price quote for repair and

replacement)> External Vendor for Repair> Technical verification by IT Infra and Indenter > Record of replacement in IT Infra> Processing of payment by IT Infra

**4. Routing of IT Infra complaints (repair/ maintenance/part replacement services) for in warranty items-**

Indenter > IT Infra Online Complaint form>Technical Verification/Stores >Complaint to OEM for Warranty Support> OEM Engineer for Repair> Technical verification by IT Infra and Indenter

**5. Routing of IT Infra purchase requests – by employees/staff from Project head**

Any indent under projects must be verified for the availability of funds/sanction of the item, duly forwarded by PCM cell to the sanctioning authority. Entry shall be made in the project head of IT Infra.

Indenter > PCM Cell for verification of availability of funds/sanction of the item, forwarded by PCM cell > Final Approval (Director) > Purchase section > Store entry > Issue to indenter and installation > Technical verification by IT Infra and Indenter > Stores for payment Process

**6. Equipment for new employees**

Desktop computer and laptop computer facilities shall be provided to faculties and staff (with >5400 Grade pay) as per specifications prepared by IT Infra department. All desktops and laptops purchased should have MS Windows OS preinstalled unless a different OS is indented. The IT Infra department does not provide Windows OS. (software policy below)

All users are discouraged from purchasing MS Office and encouraged to install and use MS office clones such as WPS office, OpenOffice etc. which are already available in institute FTP.

1. Desktop computer

PC

Laser Printer

UPS

2. Laptop computer

Branded laptop

7. Desktop computer facilities shall be provided to staff with recommendations from their reporting authorities and subsequent approval from Director, ABV-IIITM, as per specifications prepared by IT Infra department.

1. Desktop computer

PC

Printer (if centralised printing facility is not available)

UPS

**8. Routing of IT Infra purchase requests – by employees/staff from Contingency head**

Small consumable items required for day to day academic and research use can be purchased directly from the head of contingency on reimbursement basis up to the limit of contingency allowed for the year as per the Institute guidelines.

9. Any employee in possession of multiple institute assets i.e., more than the allowable items for each individual's office-use shall surrender the institute assets immediately

unless exemption is obtained from the Director, Intellect Commodities Pvt Ltd for specific reasons and submitted to IT Infra. (For instance, each employee is permitted to have one desktop as per existing institute hardware policy. If a second desktop is present in his possession/issued on a fresh purchase upon his request, he/she should surrender one of them).

10. **Surrender Policy:** Any employee surrendering any institute asset (due to retirement/shifting/resignation etc.) is supposed to fill up the surrender form and surrender the items issued on his name to the stores through the IT Infra.

Indenter > IT Infra Surrender form>Technical Verification/Stores >Removal of items from IT Infra inventory against employee's name> Removal of items from central stores inventory against employee's name

11. **Software Policy:** One instance of the antivirus software (standardized for the institute, for windows OS) will be provided to all requesting personnel. Institute also recommends its employees to use Open Source Operating Systems (OS) and Processing Software (PS) such as Ubuntu/ CentOS or other and Libre Office/ OpenOffice/ WPS Office, respectively. Further, users of the institutional computers should migrate on the recommended OS as their primary software and should generate expertise on it. In case of technical limitation in such adaptation, relaxation may be requested from competent authority on valid grounds. Installation of pirated software of any kind on Institute's hardware is not permitted. Up keeping of the supplied Windows OS, bought along with the computing machinery, is the sole responsibility of the employee.
12. **Disposal policy** With the passage of time, many of the IT Infra goods purchased by the Institute (ICPL) becomes unserviceable, scrap or obsolete. In order to avoid unnecessary inventory carrying cost, decrease in resale price values etc. a procedure for disposal of such items has been formulated, as laid down below.

**Competent Authority :** The competent authority to declare the Stores as obsolete/ surplus/ unserviceable and order its disposal as per the recommendations of the Committee shall be Director.

**Disposal Committee (DC):** There shall be Institute Disposal Committee (IDC) for the Institute as a whole, which shall be a Standing Disposal Committee. This committee may comprise of IT Infra Committee members, indenter and a member from Stores and Purchase Section.

The Chairman may co-opt or invite other members as he may deem fit.

**Functions of the Institute Disposal Committee:** The Institute Disposal Committee shall carry out the following functions as per due approval of the competent authority.

- i. Obtain approval of the competent authority to dispose items recommended by the indenter and to inspect materials that are proposed to be declared as surplus, obsolete, un-serviceable, etc., taking into account the stipulated life period of each item, overall condition of the items, requirement of such items in future and to take decisions to declare items as surplus, obsolete, un-serviceable, etc. The committee shall identify/ inspect/compile a list of material that has become Surplus/obsolete/ unserviceable stores including scrap in the prescribed format. It will also investigate if negligence or

mischievous or fraud on the part of any individual causes such loss. The IDC may recommend appointment of a Technical Committee for the purpose, if required.

ii. Decide mode of disposal.

iii. Fix the Reserve Price for items proposed to be disposed.

iv. Float tenders, open and evaluate bids received.

v. Select highest responsive bidder and if required negotiate with highest responsive bidder.

vi. Issue sale release order to the selected bidder

vii. Collect sale value from the selected bidder

viii. Release the sold goods to the selected bidder and ensure that the items are lifted by the bidder as per the disposal list and time schedule

ix. Return bid security to the unsuccessful bidders

x. Prepare a Sale Account for goods disposed off and forward the duly signed form for Sale Account to the S&P Section.

**Initiation of disposal process :** Disposal process will be initiated by the Indenter/stores/IT Infra/ Institute disposal committee. Upon receiving the indent, the committee shall identify/inspect/compile a list of material that has become Surplus/obsolete/ unserviceable stores including scrap in the prescribed format.

**Ground for Declaring Items Surplus, Obsolete, Unserviceable and Scrap:**

1. Surplus: Items that are in working order but are not required for use in a particular department/Centre/Section, and stock lying in Stores for more than five years shall be deemed as surplus unless there is any good reason to treat them otherwise.

2. Obsolete: Items in working order but cannot be put into use effectively being outdated due to change in technology/design, or have outlived their normal span of life.

3. Unserviceable: Items which are not in working order and are beyond economically viable repair.

4. Scrap: Process waste, broken items and items not covered above but which has got resale value such as empty containers, crates, furniture, bottles, plastic products, etc.

**Mode of disposal**

1. By Public Auction,

2. By Limited Tender,

3. By Open Tender,

4. To a Single Party

5. Disposal at scrap value or by other modes, and

6. Destruction of items in an eco-friendly manner

7. Any process as already suggested as per Government E-Waste Policy

**Public Auction :** Public Auction is to be resorted to for items whose value is estimated by the IDC to be above Rs.5 lakhs and which is likely to be sold for its scrap value. An EMD of 25% has to be paid by the successful firm at the fall of hammer after adjustment of the caution money. The caution money of the unsuccessful bidders should be refunded immediately after the auction. The highest bidder shall pay the balance 75% within 5 days. The material will be handed over to the bidder on receipt of payment.

**Limited tender :** The IDC may recommend disposal of stores by Limited Tender if the item is specialised in nature (for example scientific equipment in useable condition) for items whose value is estimated by the IDC to be above Rs.5 lakhs and the parties likely to be interested are few and are known. Other guidelines are as above.

**Open tender :**The IDC may recommend disposal of stores by Open Tendering. In this case all the procedure outlined for Limited Tendering will be followed. For all items in working condition with a reserve price of above 2 lakhs, this is the recommended method.

**To a Single Party:** If the item is specialised in nature and in working condition, and the buyer is a Govt. Department (Central or State) or a research or educational institution substantially funded by the government, then the item may be disposed off by negotiating a suitable price with this single party. The depreciated value of the item will be a benchmark for deciding the value of the item.

**Disposal at scrap value or by other modes :** If the IDC is unable to sell any surplus or obsolete or unserviceable item in spite of its attempts through advertised tender or auction, it may dispose off the same at its scrap value with the approval of the competent authority. In case the IDC is unable to sell the item even at its scrap value, it may with due concurrence from the competent authority adopt any other mode of disposal including destruction of the item in an eco-friendly manner.

**Destruction of items in an eco-friendly manner:** If the items are certified by the IDC to have no resale value whatsoever, as the items are damaged, have rotted, or have otherwise become unusable in any form, then the items may be destroyed in an eco-friendly manner.

**Any process as already suggested as per Government E-Waste Policy:** The committee may also suggest any other ways of disposing the e-waste as suggested by the government as per their e-waste disposal policy.

**Reserve Price:** Before the bids are opened, the IDC will meet to decide the Reserve Price for disposal of such stores. To fix a reserve price the Committee shall take in to account the book value i.e. the original purchase price, the depreciated value, the overall condition of the item and the market price of such second-hand material. The Reserve Price shall be kept in a sealed cover which will be opened after opening the bids to compare the bid prices with the Reserve Price.

**Evaluation of offers:** After the bids are opened, a comparative statement will be prepared by IDC. The highest bid will be compared with the Reserve Price. If the highest bid price is more than the Reserve Price, the items shall be offered to the highest bidder. In case, the highest bid price is less than the Reserve Price, the IDC will once again go through the Reserve Price to take a decision either to recommend disposal at the highest bid price, provided the difference between the Reserve Price and highest bid price is less than 10%, or to negotiate with the highest bidder to increase his bid price or recommend re-tendering. Recommendation of the IDC, as a result of such exercise, will be placed to the competent authority for final decision.

**Lifting by bidder :** The delivery of the material will be given to the selected bidder or his authorized representative only after full payment is deposited in cash or through demand draft/banker's check. On payment, the IDC will physically hand over the items to the party and issue a Gate Pass enabling the purchaser to take out the items. The details of the items sold should be made available with the Gate Pass in order to facilitate security checks.

### Role of Administrative Sections:

1 S&P Section:

(a) Prepare bidding documents as per mode of disposal recommended by the IDC.

(b) Invite tender for the disposal on behalf of the IDC

(c) Issue of OM based on Sale Account received from the IDC and forward copy of the OM to the concerned Indenter, and F&A.

2. Departmental staff: Based on the OM issued by the S&P, the listed items will be removed from the stores Stock Register with suitable entries at the remark column duly countersigned by HOS.

3. Finance & Accounts: Based on this O.M., the AR/DR (F&A) will reduce the value of Assets & Liabilities in the Annual Balance Sheet.

### 13. Life of the IT Infra equipment inventories:

In general, the life of the inventories may be as follows.

SN	Inventory	Life
1	Computers and Networking equipment	Five Years
2	Photocopier/Printer/UPS etc.	Seven Years

### 14. Rate of depreciation

The rates of depreciation may be computed as follows:

SN	Inventory	Rates of Percentage
1	Computers and Networking equipment	40.00%
2	Photocopier/Printer/UPS etc.	30.00%

### 15. Depreciation value and rate of the IT Infra equipment inventories:

The depreciation of the computer/peripherals/accessories may be computed as follows:

SN	Description of Item	Book Value	Rate of Depreciation	Block period	Depreciation Value	Next Assessable Value
1	Computer	50000	40.00%	Date of purchase to 1 <sup>st</sup> year	20000	30000
2		30000	40.00%	1 <sup>st</sup> year to 2 <sup>nd</sup> year	12000	18000
3		18000	40.00%	2 <sup>nd</sup> year to 3 <sup>rd</sup> year	7200	10800
4		10800	40.00%	3 <sup>rd</sup> year to 4 <sup>th</sup> year	4320	6480
5		6480	40.00%	4 <sup>th</sup> year to 5 <sup>th</sup> year	2592	3888
Go on till nil amount is arrived						
Purchase value: 50000						

The book value is the value of the item which is along the row corresponding to age of the system as mentioned in Block Period.

### 16. Maintenance/repair of the IT Infra equipment

IT Infra department shall take necessary action for the maintenance/ repair of the computer/ laptop if it is under warranty or otherwise either from OEM or third party.

### 17. Loss/Theft of IT Infra equipment issued to employees

The employee shall be personally responsible for safe custody of the IT Infra equipment. In case of loss or theft of any IT infra equipment issued to him/her, the employee shall be responsible for the same and for any replacement before the completion of prescribed life, he/she has to deposit the depreciated value with the Institute.

### 18. Modification/ Relaxation

The Director, Intellect Commodities Pvt Ltd is authorised to carry out any modification or give any relaxation in the above policy as may be required in the interest of work.

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