

e-mail : [director.ims@kerala.gov.in](mailto:director.ims@kerala.gov.in)

website : [www.ims.kerala.gov.in](http://www.ims.kerala.gov.in)

Phone : 0471-2323960

File No: IMS/1064/2021-ITD2

Directorate of Insurance  
Medical Services  
Dated : 30/09/2021

**Sub:- Hardware Assets -Equipments(IT) – Maintenance and upkeep -  
Instructions issued -reg:-**

Ref :- 1.GO(Ms)No.27/2018/ITD dated 28/10/2018

2.GO(Ms)No.17/2018/ITD dated 07/08/2018

**Circular**

In connection with the purchase maintenance and upkeep of Computer Hardwares and equipments purchased through Plan Fund for the implementation of e-Governance, the following directions are issued.

1) Since the minimum life of equipments Computer, Scanners and Printers are 5 years ( as mentioned by Govt, it is required to keep these equipments at least 5 years failing which requires to produce sufficient reason. After the period institutions can begin the process of disposing it with sufficient evidence and documentation

2) All the institutions should keep a stock register for recording the IT equipments/assets which are required to produce before the authority concerned as decided by the Director of Insurance Medical Services / Government, the format of the registers are mentioned in the Annexure A.

The stock register should contain details such as Product serial no, make, model amount of invoice, date of invoice invoice number, date of receipt, date of installation, installation agency, holder/custodian. Whenever there is change of section/division of employees, that should be recorded in the register with signature of the employee. In the absence of employee in-charge of the section, Head of office/superior of the employee/person authorized by the head of office is treated as the authority in-charge of the equipment. Liabilities arised consequent to mishandling inappropriate usage and negligence will be imposed in the custodian of the equipment during the period of such damage.

3) It is required to record the details of sub-components of products like computers whose sub-components are replaced/repared separately (like CPU, Monitor, Keyboard, Mouse) and is having separate unique serial numbers of identification.

3) The Regional Deputy Directors are entrusted to execute Hardware audit of IT Equipments with Zonal nodal officers. These audit reports should be communicated to existing Audit authorities. However the existing auditing departmental authorities can also execute the same, for which technical expertise will be provided by the Nodal Officers.IT Division of Department on proper communication.

4) A person/employee who is a custodian of an equipment is liable to handover the same to the next successor/superior/Head of Office as the case may be at the time of relief from the office in any type of transfer/retirement, failing which the same should be reported immediately. He is liable to any damages/liabilities find later.

5) It is required to do annual verification of stock to be done by the head of office every year. The status of information should be recorded in the stock register.

6) The charge of Hardware register should be handed over to his successor by the current officer and the successor has to take up the charge when the current officer relieves from his duty. All the handing over processes should recorded in the hardware register. On failing this, RTC/NLC will not be issued to the officer who is relieving from his/her duty

  
MALINI S

Director of Insurance Medical Services i/c

To

- 1) Regional Deputy Director , South Zone/North Zone /Central Zone
- 2) Deputy Director , Ayurveda/Homoeo
- 3) Superintendent, All ESI Hospitals
- 4) Insurance Medical Officer ,All ESI Dispensaries

Forwarded by Order

  
Manager (IT)

