



Circular No.01/2014

PCP -17937/2014

Dated: 07/07/2014

Sub:- Maintenance of Computers, Other Hardware and Softwares in Kerala
Forest Department – Instruction issued - Regarding

As a part of modernisation of Kerala Forest Department, Computers, Laptops, Softwares and other hardwares are being extensively used in various Offices/Officers. Presently, the maintenance of Stock Register is mandatory in Government Offices, as per Kerala Financial Code. The details of Computer Configuration, make, version, vendor, guarantee/warrantee/ AMC details etc. should also be maintained.

2. It is also seen that staff having knowledge on hardware and softwares are repairing the equipments by themselves which results in more complications for the service vendors for rectifying the complaints. There are also instances that the internal parts of the equipments are seen stolen/replaced which also results in service providers in not attending the machines. In both the cases, the vendors inform that the machine can no more be covered under warranty. This results in major loss to the Government as the cost of the machines procured includes warranty and AMC. Therefore, this practice should be stopped.

In order to overcome these situations, the following guidelines are issued:

- a) **The Heads of Offices should ensure that the Officer/Ministerial Staff in whose work table, a personal computer has been placed is fully responsible for its safety and it should be issued to them on record with proper acknowledgement.**
- b) To maintain a register for all the computers and computer related equipment with their serial number in the Office shall be maintained in every Office.
- c) To have stock entry for all the equipments/softwares in every office.
- d) The Personal Computers should be locked with password by the officers/sections using the system and the same should be changed.
- e) To ensure that the original CDs/DVDs of the software, documentation along with license certificates should be kept in safe custody in the offices.
- f) The section/officer using the equipments shall be properly maintain the equipment and should hand over the equipment to the successor in the form as was issued. **Any alteration/shortage shall be treated as his/her liability.**
- g) The details of Annual Maintenance Contract should be entered in the Register.
- h) The head of office should update the register every half year or when a new system is installed/altered/new software installed/ removed.
- i) When the equipment is serviced by the Suppliers/ Service Engineers, the same shall be entered in the register and should sign with date.

Principal Chief Conservator of Forests
& Head of Forest Force