



F. No. AUD/17-18/2019-20/IT Policy Documents/ 3003

Dated: 06 JULY 2022

Circular**Subject:- Guidelines for Damage/ Loss/ Recovery of IT Assets**

The Damage/ Loss / Recovery of IT assets and subsequent action required by the stakeholder is broadly mentioned as under.

1. Damage/Loss / Theft

- i. Written information to Registrar's office regarding the nature of damage or theft of the asset detailing the circumstances of the incident. The written information along with other details has to be submitted to the office of the Registrar latest by the next working day from the date of incident.
 - a. The concerned employee (to whom asset has been issued) shall report the incident as stated above.
 - b. For the assets installed at common places such as Classroom, meeting rooms, labs etc, the incident has to be reported via the School / Centre / Division Head to the office of Registrar as stated above.
- ii. In case the theft or loss took place from within the University premises, the concerned employee shall inform the office of the Registrar in writing, detailing the circumstances under which the incident took place. This should be done at the earliest opportunity, not later than the next working day in any case. The FIR with the police will be lodged by the University based on the written complaint.
- iii. In case the asset is lost outside the University, the concerned employee will have to file the First Information Report (FIR) in the nearest police station and submit a copy of the same to the office of the Registrar latest by next working day from the date of incident.

2. Recovery

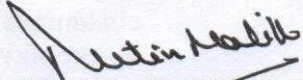
- I. In the case of loss/theft of an IT asset, the loss will be recovered from the concerned employee based on the book value of the item from his/her salary.
- II. In case of items such as Wireless LAN cards, Pen Drives, External Hard disks current procurement/replacement cost is to be recovered from the concerned user employee.
- III. In case of physical damage of repairable items, the repair cost of the items may be recovered from the concerned user employee.
- IV. In case the IT asset is lost due to negligence of the employee, 10% of the purchase value of that IT asset and the current book value shall be recovered from the employee. The example of negligence may be misplacement of asset, portable asset missed at common areas, portable assets not kept under lock and key. The examples of negligence are illustrative only and not exhaustive. The decision about nature of the negligence shall be considered and decided by the competent authority of the University.
- V. Some IT asset may be issued to the School, Centre, Division, office for common usage by multiple users. The respective School, Division shall maintain the record of issuance / usage of such assets. In case of loss / physical damage of such assets, the

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School / Center / Division Head may enquire the incident and shall fix the responsibility of loss/theft / damage. Recovery /repair in such cases shall be dealt with as detailed above.

- VI. The procedure as detailed at point (v) above shall mutates-mutandis applicable for the assets such as projectors, audio visual etc installed in Classroom, Meeting rooms and other common areas.
- VII. In case of separation of employee from the University due to any reason (Retirement, Termination, going on Deputation, Lien etc), the IT asset should be returned to the IT Services Division of the University before the last date of separation. In case the IT asset is returned after last working day in the University, the employee is liable to pay Rs 100/- per day for the period of delay. In case the IT asset is lost / damaged after separation, then the book value in addition to the 20% of the purchase value of that asset shall be recovered from employee.
- VIII. In case of any other incident not covered in this document shall be dealt with the directions the competent authority as and when the incident is reported or comes to the knowledge the University.

This issues with the approval of the Competent Authority.


(Dr. Nitin Malik)
Registrar

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2. Office of the Registrar
3. Office of the COF
4. All Dean's and Director's
5. Webmaster for uploading on the Intranet for information of Faculty/Staff
6. Concerned file

Dr. Nitin Malik