GOVERNMENT OF KERALA

Finance (Information Technology – Software) Department

Circular

No. 86 /2010/Fin *Thiruvananthapuram dated, 24.09.2010*

Sub:- Maintenance of separate register for Computer Hardware and Software in Government Departments – instructions – reg..

As part of modernisaton of Government Departments, computers and software are being extensively used in Government offices. Presently, the maintenance of Stock Register is mandatory in Government offices, as per Kerala Financial Code. This covers only tangible assets and does not cover software. Apart from maintaining the computer and computer related hardware details, the details of software used in Government Offices also needs to be maintained by the heads of each office. The details of computer configuration, make, version, vendor, guarantee / warrantee details etc needs to be maintained. A format for the same is appended herewith. The head of the office should update the register every half year or when a new system is installed / altered / new software installed / removed. The original CDs/DVDs of the software, documentation along with license certificate should be kept in safe custody. The above matters are subject to verification by this department.

The following points should be ensured while maintaining hard ware and software.

- *To maintain a stock register for all computer and computer related equipments including software.*
- *To use LINUX or other Open source software wherever possible.*
- *To ensure not to use any pirated / unauthorized software.*
- *To have stock entry for all software including the licensing details.*

K.S. LAKSHMIRANI
Additional Secretary (Finance)

Copy to:

1. *To all officers and sections in the Finance Department (for information)*
2. *To the Heads of all Line departments*
3. *Stock file / Office copy*
4. *The Nodal Officer, www.finance.kerala.gov.in*

Forwarded / By order

Manager (IT-SF)

Register of Computers

Sl No	Computer Identification No.	Date of Purchase	Purchase value	Name of the vendor	Present value (Approx `)	AMC / Service provider	Processor Type	Motherboard make	Memory (RAM)	Harddisc capacity (in GB / TB)	Optical Drivers	Printer make	Printer model	Type of printer (Laser / Dotmatrix / Daisy wheel etc)

Register for software

Sl No	Computer Identification No.	Operating System installed (Specify both OS, in multi-boot)	license details	Office Suite installed	license details	Other applications installed	license details	License period	Remarks