

CIDCO/DC/SM/2017/ 356

CIRCULAR

Sub : Verification of IT equipment mapped to employees of the Corporation.

The IT equipment issued to the employees of the Corporation is mapped in a Asset Management Software (AMS). It is observed that many IT equipment (Desktops, Printer, Scanner, Plotter, Projector, Laptop, Ipad etc.) are not updated on real time basis. This is due to the information regarding transfer, resign, retire, suspension, termination, death, is not intimated to the Data Centre promptly. Also it is observed that the employees shift the IT equipment from one location to another without informing Data Centre. Due to this activity number of IT equipment is shown in the name of an employee. Also it is observed that many IT equipment are lying unused in the Department/Section not returned to Data Centre, which is viewed seriously. In case of non-working IT equipment should be notified to Data Centre.

It is mandatory that the IT equipment status must be in real time, in order to provide efficient facility management services to all employees of the Corporation.

In order to check the individual IT equipment status, all employees are requested to login to cidcointra. The procedure is as follows :

- 1) Type url - <http://www.cidcoindia.com/intranet>
- 2) Type your UserID and Password (If not known, contact Mrs. Vijaya Mhatre, Ext.8111)
- 3) Click on IT Assets List

For confirmation/Updation, all employees are hereby requested to inform Data Centre by sending a note on the actual status of the no. of IT equipment in his/her name OR contact Rajendra Sonavane, Programmer at Ext.8191.

N.B. Chaudhari
21/07/17
Nilesh Chaudhari
Systems Manager
Empno.34673

To,

All HOD's *सहकार्य विभाग (भा.प्र.से.)*

DATA CENTRE
CIDCO/CC/SM
Inward No. 1074
Date 24/7/17

SM →

check & update
SA/PR4/CO4
N.B. Chaudhari
28/07/17

SM
check with M(P)
Whether there is a
cert. issued
at time of superannuation?
Details of IT equipment
can be actual
handover