# 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*

*(Ref Circular No:86/2010/Fin Dated 24.09.2010)*

| 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) |
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# Register for software

*(Ref Circular No:86/2010/Fin Dated 24.09.2010)*

| 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 |
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