



PVR IT Asset Management Policy

Version	1.1
Ownership	Office Of The Chief Information Officer PVR LTD.
Amendments & Termination Rights	Office Of The Chief Information Officer PVR LTD.
Edited By	Raviraj Bhattacharya/Gaurav Amar
Previous Version	1.0

1 Overview

PVR IT asset management policy is a framework and set of processes for strategically tracking and managing the licensing and contractual aspects of IT assets through their life cycle.

It is a process to manage IT assets efficiently and also define their usage and restriction to reduce risk in the organization.

2 Purpose

2.1 This asset management policy provides the overall framework for the management of IT Equipment.
Employees can refer to the relevant policies for the eligibility criteria of specific IT equipment.

2.2 It defines roles and responsibilities that relate to the implementation of this policy

3 Scope

3.1 This policy applies to all staff, who hold IT equipment (including Products, Devices, Tools, and Applications) purchased by PVR Cinema

3.2 IT equipment is currently defined as:

3.21 All desktop and Laptop PCs;

3.22 All monitors, printers, scanners, Photo copying Machines, Overhead Projectors, etc.

3.23 Routers, Firewalls, Switches. Modems and any networking devices (Active and Passive)

3.24 All Handheld devices (i.e. Smart Phones, Tablets or any devices working on WiFi, Blue Tooth, Blue Ray)

3.25 Removable devices connected via USB.

3.3 This policy also applies to all IT equipment forming part of the PVR's IT infrastructure (servers, network switches, Firewalls, etc.)



4 Policy

4.1 PVR is committed to managing the lifecycle of its IT equipment

- 4.11 Protecting the organization against loss of IT equipment assets
- 4.12 Commitment to legal compliance
- 4.13 Auditability of asset used

4.2 This policy shall be reviewed and updated on a regular basis to ensure that it remains appropriate in the light of any relevant changes to the law or organizational policies.

5 Policy Compliance

5.1 The Chief Information Officer has overall responsibility for the implementation and enforcement of this policy in PVR Cinema.

5.2 IT has responsibility for coordinating the audit of equipment periodically. All the equipment covered under this policy are auditable. IT has the responsibility to conduct such audits.

- 5.21 Setting the Control Objectives of Audit.
- 5.22 Participating in Inventory checks
- 5.23 Updating and maintaining the accuracy of the inventory (Install Move, Add, and Change).
- 5.24 Ensuring that receipt of the equipment is signed by equipment holders.
- 5.25 Verification and Validation of equipment returned in the same configuration as per the inventory and signing receipts upon collection from equipment holders.
- 5.26 Care of IT equipment held in stock for issuing and awaiting disposal.
- 5.27 Creating an asset register.
- 5.28 Marking equipment as lost or stolen from the asset register.
- 5.29 Creating management reports including the annual audit report.

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6 End-user Responsibilities

End-users issued with IT equipment have the following responsibilities for the equipment in their care:

- 6.1 Loss or theft of IT equipment must be reported immediately to the IT Helpdesk with a copy of email marked to the HOD, appropriate law enforcement agencies should be informed by end user. The recovery of the lost/damaged asset will be deducted from the employee salary as per the repair cost/depreciated value of asset in book record.
- 6.2 All IT equipment must be returned to the IT support team upon replacement or when the holder resigns. Equipment holders will retain responsibility for the upkeep of the equipment issued to them until it has been returned to IT Services for redeployment or disposal.
- 6.3 Equipment holders are not permitted to transfer the asset to another employee without the consent of IT department. Fixed IT equipment must not be moved without the consultation of the IT support team.
- 6.4 IT equipment holders must make every effort to ensure that the equipment is not damaged or destroyed whilst in their possession. Any damage to the equipment would be brought to the attention of the concerned department head and IT helpdesk. The cost towards such damages will be recovered from the employee.

7 Reporting

Any actual or suspected breach of the asset management policy must be reported to IT support team, who will take appropriate action.

9 Revision History

Date of Change	Responsible	Summary of Change
29th September 2015	Gaurav Amar	Inclusion of Asset protection clause

This policy supersedes previous version of Asset Policy. For any exceptions, employee should take CIO approval through their department heads.