Policy Domain	IT Asset Management Policy	Creation Date	10th Feb 2021
		Classification	Internal
		Version	1.0
		Doc. Owner	IT Head

Document Control			
Prepared By Vineet Kumar Chawla (Sr. Consultant IT)	Reviewed By Maruti Divekar (IT Head)	Checked By B P Rauka (CFO)	Approved By Mukund Kabra (Director)

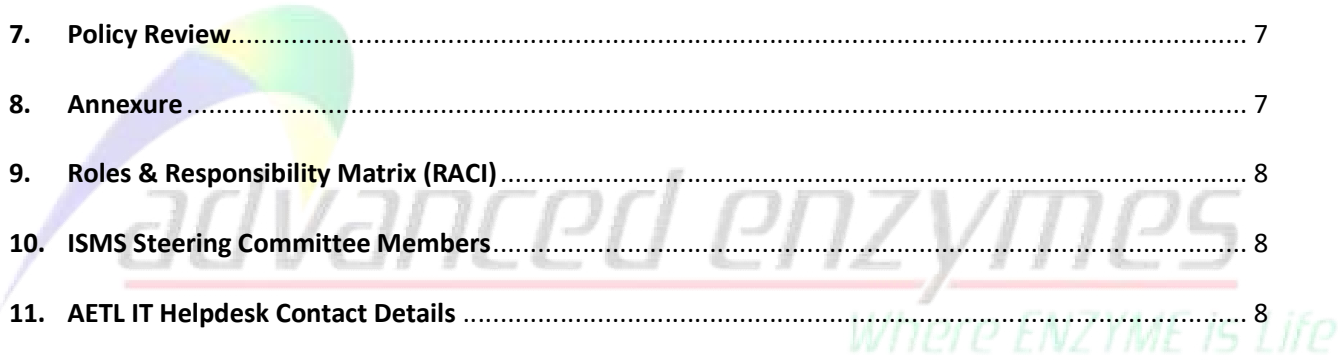| Document Modification History							
SR #	Document	Version No.	Reviewed On	Checked On	Approved On	Effective Date	Authorized Signatory
1.	IT Asset Management Policy	1.0	05TH Mar 21	10th Mar 21	10th Mar 21	11th Mar 21	
2.							
3.							

Document Control

- This document is subject to version control and shall be managed by IT Head. Any request for amending this document shall be approved by Director. The IT Head shall review this document at least once in a year and/or when there is a significant change in technology adopted, business objectives, identified threats, legal environment, social climate and business processes.

- The document is available on Helpdesk Portal under Announcement and Server shared folder under AETL Policies and provided with HR Joining Kit, in non-editable pdf format and all the employees are expected to read and adhere to it. The approved and signed copies are available with IT Team, which can be used for audit purpose only. IT Team is responsible for maintaining updated copy of this document and its effective communication within Advanced Enzymes (AETL).

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1.   Overview

Assets of a company must be protected to ensure that the company's operation meets expectations, and to ensure that there is no discontinuity in operations. All the assets of the operation must be registered when information security is implemented. These assets can be either intangible assets, or tangible assets such as housing, computer equipment and furniture. Intangible assets include business connections, reputation, procedures, services, knowledge and human resources.

2.   Purpose

The primary use of this document is to provide detailed procedures for implementing the Asset Management lifecycle. The document serves:

- As the process document to the Asset Owners for identifying, classifying and maintaining information assets.
- To define the procedures to record the assets into the asset register.

The objective of this policy is to protect the Information Assets depending on the **Confidentiality (C)**, **Integrity (I)** and **Availability (A)** of the information.

3.   Scope

The scope of this document is to provide details related to the management and handling of IT assets.

4.   Policy Statement

All the IT assets shall be identified, listed and ownership clearly defined. Asset owner shall record and maintain an inventory of information assets. All AETL employees shall ensure that information resources are used only for its intended business purpose and that information resources are protected from unauthorized use, appropriation or corruption. Information shall be disclosed only to those people who have a legitimate business need for the information.

For each department, the concerned Department/Function Head shall identify all the important and critical information assets, whether in electronic or paper form. This shall include all the standard documents and reports generated from the business applications being used in that department as well as the important and sensitive documents being prepared by various users in those departments.

Information assets in any form, paper (printed/handwritten), electronic or non-electronic shall be classified according to their level of confidentiality and sensitivity to business by Functional Head or Asset Owner. If not designated, the default classification is "Internal" for paper/electronic information and "Restricted" for storage media such as Hard disk, Tapes, CD-ROM, DVD and USB Drives.

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Access to "Confidential" or "Restricted" information asset shall be subjected to formal authorization from asset owner.

5. Policy Norms

5.1 Definitions

- **IT Fixed Asset:** An IT asset is any company owned information, hardware software and service that is used in the course of business activities in AETL.

- **Asset Owner:** The term 'Owner' identifies an individual or entity that has approved management responsibility for controlling the production, development, maintenance, use and security of the assets. Where a department creates an asset to support their business processes, the Department Head is considered as an Asset Owner. The term 'owner' does not mean that the person has any property rights to the asset.

- **Asset Custodian:** An Asset Custodian is the person responsible for day-to-day operations / maintenance of assets.

- **Asset User:** An Asset User is a person with formal authority to use assets. He can create, transmit, store or dispose Information Assets depending on the authorization levels as approved by an Asset Owner. It is responsibility of every user to ensure that assets are adequately protected.

- **Confidentiality:** Confidentiality relates to ensuring that information can only be accessed by those with proper authorization.

- **Integrity:** Integrity relates to safeguarding the accuracy and completeness of information.

- **Availability:** Availability relates to ensuring that authorized users have access to information and associated assets whenever required.

5.2 Characteristics of IT Fixed Asset

5.2.1 Fixed Assets are acquired assets of a long-term nature (more than 1 year) to be used by AETL.
5.2.2 Value of Device/equipment is more than Rs.1000
5.2.3 Should not be a repair part or supply item which includes tonner, mouse, keyboard, adapter etc.

5.3 Type of Assets

5.3.1 **Tangible**: Is an asset that has a physical form like laptop, desktop, printers, servers etc.
5.3.2 **Non-Tangible**: That is not physical in nature. Corporate intellectual property, including items such as patents, trademarks, copyrights and business processes, software's are intangible assets.

5.4   Asset Tagging:

5.4.1 IT Asset Procurement / Acquisition Guideline

    5.4.1.1   Received requisition request from user thru mail or IT Helpdesk Support Portal

    5.4.1.2   Requisition sent to users HOD for approval through email.

    5.4.1.3   Requisition sent to IT/Purchase for procurement process.

    5.4.1.4   Issuing of Purchase Order.

    5.4.1.5   After procurement, Asset labeling, pasting of FA sticker to be done under guidance of Account/Finance Team.

    5.4.1.6   All the Physical Assets should be tagged with their asset number as soon as they are received and FA number generated by Account/Finance Team.

    5.4.1.7   IF FA has been transferred to other location, it should be updated in Finance books Accounts Department after approval from Head IT.

    5.4.1.8   In case Assets is Lost, Asset User should conduct a search for the missing asset and lodge an FIR with the nearest police station in consultation with Admin/IT department. Finance Department will remove the asset from Asset Register.

    5.4.1.9   Old assets sold require payment receipts/sale bill in support of assets sold out.

    5.4.1.10 Assets identified and need to be sell / scraped / donate /write off tentative sale price to be mentioned against each item by IT team in proper format as described in Annexure 1. After compilation of final sheet, the data to be shared with accounts department for compilation and updating their records.

    5.4.1.11 The Assets which are scrapped require a E-waste recycling certificate from the Vendor.

5.5   Records of IT Assets

5.5.1 For IT Department Data and information is important therefore have further classified assets as mentioned below:

    5.5.1.1   Physical Asset

    5.5.1.2   Software

    5.5.1.3   Services

    5.5.1.4   Information Asset

5.5.2 All identified Physical and Software Assets are recorded in SAP application by Account Department at the time of procurement.

5.5.3 The register is updated as and when a new asset is added to the Asset Register maintained by the Account Department Asset Register is consolidated, updated and maintained by Account/Finance Department.

5.5.4 All IT Assets should contain following information.

    5.5.4.1   Company Name

    5.5.4.2   Asset No.

5.5.4.3 Description of Asset (Asset type, Make, Model, Serial No, User, Dept, Site)
5.5.4.4 Asset State

 5.5.5 Allocation of IT Assets: The allocation of laptops/Desktops will follow the below criteria.

5.5.5.1 In case of laptop asset allocation user need to signoff Laptop issue note provided by IT Team.
5.5.5.2 In case of desktop allocation user need not signoff any issue note based on his request and approval he will get his desktop on his place.

5.6   Maintenance of IT Assets

5.6.1   The IT Asset Register identifies custodian for the IT Assets. The responsibility of the asset lies with the Asset User/ Asset Owner. The maintenance of the asset is done by the Asset Custodian.

5.7   Disposal of IT Assets

5.7.1   Retention time of assets is defined by the IT Team as 5 years or product end of life or commercial maintenance not possible.
5.7.2   Storage media like CD, DVD, USB Drive, Hard Disk and Tape Drive should be formatted and scrapped.
5.7.3   The information and Data Asset which includes hard copies is shredded before disposal so as to avoid any leakage of information outside AETL.
5.7.4   The asset which contains critical information in case of disposal/scrap/buyback, the IT Department has to take approval from the Management and only after approval respective asset can be scrapped/disposed.

5.8   Review / Audit of IT Assets

5.8.1   The Asset register is updated as and when a new asset is procured or developed by AETL.
5.8.2   The Asset register is audited at the time of physical audits at various Divisions/ branches of AETL and audited FA list is submitted to the Account/Finance department for update of Asset Register.

6.   Monitoring and Control

It's the responsibility of the Head IT to monitor and review that respective departments are adhering to the defined Policy norms.

In case it is found that the employee is not adhering to the terms defined under the policy the same shall be highlighted to the Management for required action.

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7. Policy Review

The policy will be reviewed on yearly basis or if there is any major change in IT infrastructure to incorporate changes if any.

IT Head will be responsible for reviewing the policy and communicating the changes made therein.

8. Annexure

8.1 Fixed IT Asset Disposal Format

Name of Site / Branch	
Fixed Assets No. (SAP Asset Tag)	
Description of Assets	
Location of Assets to be disposed off	
Date of Purchase	
Purchase Price	
WDV as on 1st April of Current FY	
Recommended Disposal Price	
Signature **IT Head**	**Signature** **DIRECTOR / CFO**

8.2 Fixed Asset Sales Format

Fixed Asset No. (SAP Asset Tag)	FA Name	Location	Purchase Price	WDV as on 1st April FY	Recommended Disposal Price	GST inclusive or exclusive	HSN Code	GST Rate	Customer/ Vendor Name & Address	GST No. (Customer)
Name of the Unit branch										

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9.   Roles & Responsibility Matrix (RACI)

Activity / Role	IT Head	ISMS Steering Committee	Internal Users	External Users	Exempted
Authoring of this document	RA	RA	-	-	-
Approval of this document	I	CI	-	-	-
Sign-off of this document	CI	CI	-	-	-
Application of this document	RA	RA	RA	RA	-

R	Responsible
A	Accountable
C	Consulted
I	Informed

10.   ISMS Steering Committee Members

1. Mukund Kabra (Director)
2. B. P. Rauka (CFO)
3. Maruti Divekar (IT Head)

11.   AETL IT Helpdesk Contact Details

- Logging an online support request: **http://192.168.2.7:8080**

- Email: **it.helpdesk@advancedenzymes.com**

- Telephone: **022 41703234**