## Office of the Principal Secretary & Commissioner
## State Goods and Services Tax Department
## Government of Kerala, Thiruvananthapuram

---

No. ITMC-33873

Dtd 25/10/2018

---

### CIRCULAR NO 24/2018

---

Sub: Procedure for maintenance of ICT stores - HaMoS– instructions issued Reg.

---

1. With the implementation of e-Governance in tax administration, ICT equipment has become an inevitable part of routine office work in the department. Proper management and upkeep of ICT equipment installed in offices spread across the State is very essential for the hassle-free work of the department. Lack of knowledge regarding the nature of service support available badly affects the upkeep of equipment, if the service requests are not duly communicated to the respective service providers.

2. The department has implemented asset management software –HaMoS- developed by NIC to manage the ICT equipment in the department. Intensive effort has been made by the HaMoS teams in the department to ensure correctness of the details furnished in HaMoS from the CTD offices. Accordingly, by November 2017, all Deputy Commissioners had conducted verification of HaMoS data and certified that the data entry had been completely and correctly done for all ICT equipment at the offices in the district.

3. In order to maintain the correctness of HaMoS data, the following instructions are issued.

I.    District Deputy Commissioner in each district will be solely in-charge of the all ICT equipments in the district irrespective of the different wings/offices of the department. There is already a designated officer as HaMoS Administrator in each district to manage the online ICT equipment stock inventory. If HaMoS coordinator is not in place, then it should be immediately done.

II.   For each office, the head of the office will be in charge of the ICT equipment present in the office and there must be a HaMoS office user assigned in each office.

III.  The head of the office at each office shall ensure that the online stock register in HaMoS is duly updated by the HaMoS office user and that the online stock register is reconciled with the physical stock present in the office. The head of office and HaMoS office user shall ensure that there is no difference between the online stock register and the physical stock of ICT equipment in the office.

IV.   Any new ICT equipment purchased locally or centrally using government fund shall be duly updated in HaMoS by the respective HaMoS office user. The purchasing section should ensure that the ICT equipment purchased has been updated in HaMoS, before releasing payment to the vendor.

V.    The HaMoS Item code generated for an ICT equipment shall be marked permanently on the equipment. (Stickers to be used)

VI.   The Head of office and HaMoS office user shall ensure that there are no duplicate entries for any equipment in HaMoS. If correction in the data entered is required, correction shall be made through the Edit option available in HaMoS.

VII. Any correction in the equipment data entered from offices shall be made before logging any service call against that equipment.

VIII. District DC shall ensure that all the assets are entered in HaMoS and are working properly and that no equipment is lying idle in any offices.

IX. A stock verification of ICT equipment shall be conducted each year by the District Hardware Management Committee (DhwMC) and the physical stock should be reconciled with the data in HaMoS.

X. Any addition/transfer and status of the equipment within an office should be strictly monitored by the officer-in charge and the HaMoS office user should duly update such changes in HaMoS.

XI. The transfer of equipment between various wings / offices within the district should be done by the order of district DC. The proceedings should include the following details.

  o Equipment Name, HaMoS ID of the equipment, Serial Number, From District, From Office, To District and To Office.

  o Reason for transfer of the equipment

  o Declaration that the transfer should not affect the functions of transferring office and it should not result in excess asset in the receiving office.

XII. Inter-district movement/transfer of equipment between offices and equipment transfer between various sections at Commissionerate should be based on an order from the ITMC wing of Commissionerate. The district authorities/section superintendents should give the transfer details to the ITMC wing for issuing the order of equipment transfer.

XIII. The equipment transfer order should contain the details like HaMoS id of the equipment, Equipment Name, Serial Number, From District, From Office, To District and To Office.

XIV.    The equipment transfer order should be updated in HaMoS by the State Administrator upon intimation from the concerned district/purchase section at Commissionerate.

XV.    After updating the order details, the equipment transferring office should approve the order and then the receiving office should receive it.

XVI.    The purchase section of the District/Commissionerate should update all purchase details in HaMoS so that the office users can duly enter the details of newly purchased equipment in HaMoS.

XVII.    The service calls of any new purchase should be logged through HaMoS only.

XVIII.    The old desktops to be replaced should be marked as obsolete in HaMoS by the office users, on updation of obsolete order by the HaMoS State Administrator. The obsolete items will not be counted in the ICT stock. The office user should ensure that only those old machines are marked as obsolete which are replaced with new ones.

XIX.    Care must be taken regarding old machines with regarding to buy back. Only in specific cases where buy back arrangements is there only such set of equipment to be marked exclusively as obsolete and for buy back.

**Prl Secretary & Commissioner**