

Ref No. : CGM/IT/No. 01972

Date: 17/01/2025

CIRCULAR

Sub: Handing over of old existing desktops/laptops after receiving new laptop from the company.

Ref:

1. Board Resolution. No. 1668 Dated 20th March 2019.
2. Policy for Procurement of MSEDC IT Assets.
3. CGM/IT/Desktops dtd. 06.11.2020.
4. CGM/IT/No.38762 dtd. 13.12.2024

As per the Policy for Procurement of MSEDC IT Assets (available on employee portal), laptops instead of desktops are procured for office work as per the requirement received from the various MSEDC offices.

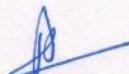
Till date as per requirement received from various departments/offices of MSEDC, laptops have been provided to the end users in lieu of their old desktops vide LOA issued in Jun-2019, Jul-2020, Jul-2022, Nov-2023 & Oct-2024. It was intimated to handover existing old office desktops/laptops to IT Department after receiving new laptops (ref.1). However it is observed that many employees have not returned their old office desktops/ laptops to IT Section inspite of receiving new laptops as per their requirement.

It is also observed that old desktops with outdated (unsupported) Operating Systems (Windows 7, 8 or earlier) are still being used by some offices for day to day work. It is requested to stop their use immediately. In view of above, it is hereby requested that employees shall duly handover their old existing office desktops/laptops to IT Department.

Corporate Office Employees shall return their old desktops/laptops to HO I.T.Section, whereas Field Office Employees shall return their old desktops/laptops to concerned field I.T.Centre. Backup of old desktops/laptops shall be transferred to new laptops before returning.

In case of returning laptop to office, the laptop reassignment updation can be done in Employee Portal through respective HR user. (The operation manual of the laptop assignment screen is enclosed).

This Circular is applicable to all employees of MSEDC with immediate effect. This Circular is available at Company's portal.



Chief General Manager (IT)

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- Director(Projects)/(Finance)/Operations/HR/Commercial, MSEDC, Mumbai
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