

Ref No. : CGM/IT/No. **40832**

Date: **16/12/2025**

**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 MSEDCL IT Assets.  
3. CGM/IT/Desktops dtd. 06.11.2020.  
4. CGM/IT/No.38762 dtd. 13.12.2024  
5. CGM/IT/No.01972 dtd. 17.01.2025

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

Till date as per requirement received from various departments/offices of MSEDCL, laptops have been provided to the end users in lieu of their old desktops/Laptop vide LOA issued in Jun-2019, Jul-2020, Jul-2022, Nov-2023, Oct-2024 & Sep-2025. 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 in spite of receiving new laptops as per their requirement.

It is also observed that old desktops/laptop with outdated (unsupported) Operating Systems (Windows 7, 8 or earlier) are still being used by some offices for day to day work. In line with the security guidelines issued by **NCIIPC (National Critical Information Infrastructure Protection Centre)**, desktops/laptops running on **obsolete or unsupported operating systems** pose a significant cyber security risk and are **no longer permitted for official use**. Accordingly, it has been decided that all such desktops/laptops must be **scrapped/decommissioned** as per the prescribed IT security and asset disposal procedures.

It is requested to stop use of old/outdated desktops/Laptop immediately.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. Also, make sure the storage available with this old desktops/Laptop shall be formatted before return.

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 MSEDCL with immediate effect. This Circular is available at Company's portal.

  
Chief General Manager (IT)

Copy s.w.r.t.

- Director(Projects/Finance/Operations/HR/Commercial), MSEDCL, Mumbai
- Jt. Managing Director, MSEDCL (Ch. Sambhaji Nagar / Konkan Region)
- Regional Director, MSEDCL ( Pune / Nagpur Region)
- All Executive Director, MSEDCL, Corporate Office

Copy f.w.cs to,

- All HoDs, Corporate Office, MSEDCL, Mumbai
- Chief Engineer, O&M, All Zones, MSEDCL / All HODs, MSEDCL

Copy to,

- OSD to CMD, Corporate Office, MSEDCL, Mumbai
- Superintending Engineer, O&M, All Circles, MSEDCL



# MAHA VITARAN

Maharashtra State Electricity Distribution Co. Ltd.

CIN : U40109MH2005SGC153645

(A Govt. of Maharashtra Undertaking)

PHONE NO. : 26470953  
--- -- : 26472131 / 26474211 (Extn.2556)  
FAX NO. : 26470953

Registered Office :  
PLOT NO. G - 9, PRAKASHGAD,  
Prof. ANANT KANEKAR MARG,  
BANDRA (E), MUMBAI - 400 051.

**CERTIFIED TRUE COPY OF THE RESOLUTION PASSED BY THE BOARD OF DIRECTORS OF MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LTD. AT ITS BOARD MEETING HELD ON WEDNESDAY, 20<sup>th</sup> MARCH, 2019 AT 11.00 A.M. AT HSBC BANK BUILDING, 3rd FLOOR, FORT, MUMBAI-400001**

## **Item 39: Approval of Information & Technology (IT) security and Procurement Policy**

**Resolution 1668:** The Board considered the note submitted by Executive Director (B & R) seeking approval for adopting 1) Policy for Information Security and 2) Policy for Procurement of IT Assets for MSEDCL.

2. During detailed discussion, Executive Director (B&R) explained the policy for Information Security. The Board took note of the following:
  - a) In recent years, MSEDCL has adopted Information Technology (IT) in a big way. Almost all the critical business processes are now IT based and Online.
  - b) Centralized Applications are hosted at MSEDCL data center for processes such as for New Connection, Meter Reading using mobile (Mobile Apps), Billing, Cash Collection (OCCS), Employee Portal, Big-Data Analytics, Consumer services, ERP, e-tender etc. Further operational technologies using IoT processes such as AMR (RF-Meters, Smart Metering), Substation Monitoring etc. are also implemented. MSEDCL is evolving as a digital company. All transactions inbound as well as outbound are done digitally.
  - c) Information is a Critical Asset for MSEDCL and therefore it needs to be protected from unauthorized access, modification, disclosure and destruction. Therefore, it is utmost important to secure IT and OT Systems properly.
  - d) MSEDCL Data Center and Disaster Recovery Center are covered under ISMS policy (ISO 27001:2013). MSEDCL is now migrating its applications from on-premise Data Centre onto Cloud. As per contract agreement with CSP, the CSP has to comply with ISMS audit, PCIDSS audit etc.
  - e) However, at present, there is no comprehensive Information security policy for end users of MSEDCL, which is being proposed now. Then Executive Director (B&R) explained proposed policy through a presentation.

Copy (IT)  
17/9/19  
10/04

Anjan

3. Executive Director (B&R) further explained the proposed policy for procurement and disposal of IT Assets in the Company. He explained that proposed policy is to bring uniformity in IT procurement, procurement of thin client in either desktop or laptop format, disposal policy giving timelines and manners of disposal etc.

After detailed deliberations the Board resolved as under:

**“Resolved that** approval be and is hereby accorded to adopt the Policy for Information Security for entire organization even at the level of end user with immediate effect, as per the draft submitted and annexed herewith as Annexure ‘C’.

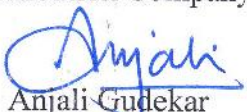
**Resolved further that** the policy for Information Security be monitored centrally, any exclusion/ inclusion be handled centrally with proper approvals.

**Resolved further that** approval be and is hereby accorded to adopt the Policy for procurement and disposal of IT Assets for entire organization with immediate effect, as per the draft submitted and annexed herewith as Annexure ‘D’.

**Resolved further that** thorough training for implementation of these policies be given to all end users.

**Resolved further that** the Chairman and Managing Director in consultation with Executive Director (B & R) be and is hereby authorized for any further modifications that may be required during implementation of Policy for Information Security and Policy for procurement and disposal of IT Assets.”

For Maharashtra State Electricity Distribution Company Ltd.

  
Anjali Gudekar  
Company Secretary