



**Circular No. CORP/CS/Sec/2023-01**

**Date: 28.08.2023**

**Sub: Cyber Hygiene and Cyber Security – Digital Assets Application - Reg**

1. Pl. refer to cyber security guidelines issued by Ministry of Electronics and Information Technology vide Lr.No.20(7)/2017-CLES dt 11/04/2018. As per these guidelines it is imperative that computers, network devices, datasets & access privileges need to be centrally monitored to ensure cyber-hygiene & cyber security.
2. In order to maintain a centralized repository of all IT/Digital assets, a software application has been developed to have a complete inventory of all IT assets like desktops, laptops, scanners, printers etc., along with details of AMC/Warranty support. It can be accessed using the link [nlcintra.nlcindia.com](http://nlcintra.nlcindia.com) -> Corp Computer Services -> Digital Assets .
3. The software has provisions for registering & tracking complaints related to usage of IT devices. Further end user devices like PCs, Printers, Scanners etc., can be categorized as shared or individual asset with details of custodian of the device for better coordination to resolve issues.
4. Details maintained in this repository will be used for planning IT resources and for making decisions related to procurement of new IT assets. Proposals for procurement of new IT assets like PCs., printers etc., shall enclose a report of currently available assets in the Unit/Department from the Digital Assets application.
5. Nodal officers nominated in Unit computer divisions shall ensure the completeness & correctness of details as available in the Digital Assets application in respect of their Units and give compliance for the same every quarter.

  
CGM/CCS&ERP

To  
All Unit heads/ Finance heads/HOHRs, Divisional/Zonal Heads  
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