

To

All DDO's  
PSTCL

Memo No: 76/IT-1092

Date 10/03/2023

**Subject: Computer Norms & IT Guidelines: Regarding keeping records of Laptops bought by concerned himself.**

With respect to subject cited above, it is intimated that vide this office Circular No. 09/IT-1092 dated 31-01-2023, latest version of Computer Norms & IT Guidelines have been circulated in PSTCL. As per these norms before reimbursement of Laptops to Officers/ Officials, DDO shall ensure to make the necessary entries in the centralized database.

For this purpose, an application for making necessaries entries in centralized database has been developed by this office. The above application is accessible on PSTCL website under Quick Links tab.

**URL:** <https://itinventory.pstcl.org/>

**User Name:** Location Code of concerned DDO [e.g. 800]

**Password:** Password can be generated from link provided on the login page

It is requested that necessary entries in respect of laptops bought by concerned officers/ Officials be done in this application to maintain record in centralized database as per stipulation of subject cited policy.



Dy. CE/IT  
PSTCL Patiala

CC:

1. PS to Director/F&C-cum-Admin, PSTCL, Patiala for information please.
2. PS to Director/Technical, PSTCL, Patiala for information please.
3. EIC/HIS&D, PSTCL, Patiala for information & necessary action please.
4. CE/P&M, PSTCL, Patiala for information & necessary action please.
5. CE/TS, PSTCL, Patiala for information & necessary action please.
6. CE/SLDC, PSTCL, Patiala for information & necessary action please.
7. CFO, PSTCL, Patiala for information & necessary action please.
8. CAO, PSTCL, Patiala for information & necessary action please.
9. Dy. CE/ Technical Audit, PSTCL, Patiala for information & necessary action please.
10. Company Secretary, PSTCL, Patiala for information & necessary action please.