



IT Asset Possession Certificate

Date:	DD/MM/YYYY	Quarter Cycle	PM Period	
Zone:		Region:	Branch Code:	
Branch Name:		Branch type:	SO / MPC / Banca / RO / PC	Department:
Employee Name:		Designation:		Employee Code:
Employee Type:	Employee / Outsource	NT Login ID:		Official Email ID:
Office Number:		Mobile No:		Reporting Manager Name: Lat Name First name Middle Name
Reporting Manager Employee Code		Reporting Manager Mail ID		

Description of IT Asset under possession

Asset type	Desktop/Laptop/Printer/Scanner								
Asset Serial No.	Asset Make	Asset Model	Service support	RAM (GB)	HDD (GB)	Operating System & SP	System type	"C" Drive Space	"D" Drive Space
			Warranty / AMC / Retired			Win 7 Professional,SP-1	32 bit / 64 bit	Free / Total	Free / Total

Host Name	IP Address	Domain Name and Connectivity	Workgroup Name (If available)	Disable auto run for all drive	Disabled "SBILGuest"	Local user Administrator as "SBILSUADM"	Local user account (If any)	Disk clean up activity	Microsoft Window activated
	IP address	Name	Name should be "SBI Life"				Name		Yes / No
	DHCP / Static	Status	Status				Remove Admin Privilege		If No, Activate the same

IT Software & Compliance Check

Software's & Compliance	AV SEP 12. RU 6, MP1	ITAM Agent	Machine's GUP server	Machine's Relay server	Scanning Access	MS Office with SP3 Availability	MS Outlook / Lotus Notes	Mail - Thunderbird	Archive mail file size is <2Gb
Status	Online	Online	Host name	Host name	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No
Version & details	Definition version	Version	IP address	IP address	If Yes, Hostname	Version	Name & Version	Version 14.0	Version 10

Internet Explorer	Mozilla Firefox	CRM Client	Tight VNC	Open Office	Dot Net Framework	Java	Flash Player with Active X	Data Card Installed	VPN Client Installed
Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No
Version 11	Version	Version	Password to be changed by	Version 4.0	Version 4.0	Version 7.25	Version	If Yes, MDN number	If Yes, Mention ID

Asset Connectivity Type

Patches & Versions

	BroadBand-VPN	BroadBand-Netgenie	MPLS - LAN	WiFi / data Card	Win7 security patches	Dot net	MS Office	IE 11 Pre requisite	IE 11 Enterprise
Connectivity Status					32 bit / 64 Bit	32 bit / 64 Bit	32 bit / 64 Bit	32 bit / 64 Bit	32 bit / 64 Bit
Remark (If any)					last available patch date	Latest available patch date	latest available patch date		

IT Control checks

Control Checks	Unauthorized / Illegal software	Generic local User ID present in the system	Unauthorized Admin Rights to end user /AD user	Unauthorized USB Access	Unauthorized CD/DVD Access	Unrestricted Internet access. (Personal Email Accessed/Social Networking Site)	Unauthorized Personal Pic ,Music / MP3, Video Files / Objectionable Content	Software licence key's to be removed	Shared Folder (Any Drive should not be share, remove if available)
Status	Available / Not Available	Available / Not Available	Available / Not Available	Available / Not Available	Available / Not Available	Available / Not Available	Available / Not Available	Available / Not Available	Yes / No
Remark with detail & Action									Authenticated users available

This is to inform you that the below points are to be checked at SBI Life branch level for smooth functioning of IT infrastructure and also help to maintain IT security & Compliance. 1) All IT assets should be connected through UPS power supply. 2) Earthing voltage for the IT assets in branch should not be <2V. 3) Server room / rack area should be clean, properly cooled or well ventilated. 4) Branch premises layout is to be displayed in server room. 5) Data cabling in server/network rack is properly labelled. 6) GUP & Relay machine should be powered ON during production hours. 7) Users should be logging through their unique NT ID and Laptop users should connect laptop on LAN atleast in once in 15 days.

Engineer Name	Lat Name First name Middle Name	Signature & Date	Sign & DD/MM/YYYY	Company Name
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"I hereby undertake to confirm that,
 1. I will adhere to SBIL IT & IS Policy.
 2. My system has been checked by support engineer in my presence and it is confirming to the checklist.
 3. My system does not have any Editable/Blank KYC documentation and Unauthorised/Illegal formats/Documentation. If during any future assessment of my system, any formats/Unauthorised/illegal documentation are found, I will be responsible for the same and will be liable for disciplinary action as per SBIL's policy"

Employee Name	Lat Name First name Middle Name	Signature & Date	Sign & DD/MM/YYYY	Branch Stamp
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Important instruction to asset holder : Asset holder has to ensure to maintain hardcopy of IT possession certificate at their own location and scan copy to be sent to preventive maintenance (PM) activity team via email, Email ID - preventive.maintenance@sbi-life.com

Asset holder's remark (If any):	PM Engineer's remark (If any) :
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