OFFICE MEMORANDUM NO. 02/2019

Sub: Distribution of Laptop/ Desktop Computers to Police Stations - orders issuing of -reg.

After a great deliberation, we have decided to replace the Desktop Computers used in CCTNS Project in the Police Stations with Laptop Computers. The recently procured Laptops are more versatile and having more speed in processing and computing. All the Police Stations, including the Traffic Police Stations/ women Police Stations/ Crime Branch PSs/ Railway Police Stations will be provided with Laptops to be used for CCTNS work. These Laptops are to be handled sensibly, carefully and properly by the SHOs of the Police Stations. The Laptops will be allotted to the SHOs who in turn can allot them to the CCTNS team for proper upkeep and maintenance. However the SHOs will be responsible for the proper use and maintenance of these Laptops.

02. Though the Laptops will not require UPS, it should be charged properly. The Do's and Don’ts relating to the use of the Laptops are also attached. These guidelines have to be strictly followed. The Laptops shall only be used for CCTNS work and they will be only kept in the Police Stations. They shall not be removed or taken by the officers for any other purpose.

03. Each Police Station will be given 2 Laptops immediately. These 2 Laptops will be connected with the existing server in each police station. It is desirable that one Laptop in each Police Station can be used for CCTNS related crime work and the other one could be used for Thuna Portal. The Central CCTNS Team and the System Integrator; ie. TCS will help for the installation of the Laptops in the Police Stations as quickly as possible. These laptops are having 5 years of warranty and in case of any technical problem,
KELTRON shall be contacted (Shri. Varghese Samuel, GM (Technical) - 9633729380) for solving problems.

04. We are now procuring some Desktop PCs also. These Desktop PCs will be distributed to each Police Station. Once they are delivered, the Desktop PC will be configured to be the server. The existing old Desktop Computers can be used for various other computer related works in the Police Stations.

05. We will take a decision on allotment of additional laptops to some heavy police stations subsequently.

Loknath Behera IPS

To

All DPCs/ Range IsGP/ Zonal ADsGP

Copy to: Shri. Varghese Samuel, GM (Technical), KELTRON
All Officers in PHQ/ CA to SPC
**Do's and Don'ts while using Laptops**

**Laptop Do's:**
- Use the computer for official purposes only.
- Lock the laptop when not in use.
- Keeping user authentication to access your data is a best practice.
- Try to keep the laptop on a flat and clean surface. Placing laptop on congested place and working, there are chances of damages to laptop.
- Always unplug the power cord during lightning storms, in order to protect the unit from possible damage as a result of power surge. Before shutting down the laptop, make sure that there are no things such as pencil, sticks, pen etc. lies on keyboard. These can break the display screen when shut and screen will get scratches if items are hard. Hence, avoid keeping things on keyboard.

**Laptop Don'ts:**
- Don't insert virus and malware infected peripheral devices to laptop. This makes virus and malware threats to enter into laptop hard disk data easily. Later, these threats spread throughout the hard disk and results in data loss. So, avoid inserting affected devices to laptop and maintain updated strong antivirus.
- Don't place heavy objects on the Laptop. Things such as large sized books, metals etc. keeping on laptop will push LCD screen into the keyboard and meanwhile damage it. It's not made to support books and paperwork.
- Don't put anything other than the laptop inside of the laptop bag.
• Don’t pick up your laptop by holding LCD (Screen). Never push, squeeze or otherwise apply force to LCD or its surrounding screen. Precaution needs to be taken while transporting notebook, so that LCD does not get damaged.
• Don’t touch/poke the LCD screen with a pen or finger. It will damage the LCD and the display.
• Don’t carry the laptop around with the lid open. The hinges are susceptible to damage.
• Don’t expose laptop to rapid temperature changes. Always use laptop in room temperatures that avoids generation of more heat and no potential damages happens. Moreover, avoid using laptop in the sunlight as well.
• Don’t leave your computer plugged in overnight or for any extended period for the sake of your battery health. After full charging, remove the charger cable and use the laptop in battery mode and again recharge the battery only after the battery charge come down to 20%.
• Never let your laptop battery run out. To avoid damaging the hardware (including the battery) be very cautious of letting your laptop battery reach zero percent.
• Don’t remove or insert the laptop battery while the laptop is running.
• Don’t allow any liquid to spill into any part of a laptop, and never expose it to rain or water.
• Don’t eat or drink on or around the laptop.
• Don’t leave the Laptop unattended.
• Avoid jerking or hard shocks to the laptop.
• Avoid using laptop in dusty area, since dust particles can affect reliability of the notebook.