

**MOST URGENT**

**OFFICE OF THE REGISTRAR GENERAL, INDIA**

(GOVERNMENT OF INDIA, MINISTRY OF HOME AFFAIRS)

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F. No. 35301/1/2008-DPD

Dated: 11<sup>th</sup> November 2008

To

The DCO / Data Center In-charge,  
Directorate of Census Operations.

Sir,

In continuation of EDP Circular-1 dated 5<sup>th</sup> November 2008, wherein the projected workload of Houselist & Household scan-able forms for 2011 Census, requirement of Computer Hardware and UPS & DG set have been intimated alongwith the norms for space (minimum) and number of ACs. As part of the preparations for 2011, following actions could be initiated immediately to ensure that the requisite infrastructure at the data centre is ready by December 2009.

A. Civil work:

1. As far as possible, avoid disturbing the existing cabins, partitions and layout plan in case the existing civil work will sustain till the end of 2015.
2. Check the status of existing civil work like vinyl flooring, wall paper/distemper etc. If replacement/repair is required, obtain the estimates from the CPWD.
3. If additional space to accommodate the increased number of PCs in the data centre is available, then obtain the estimate for that also from the CPWD.
4. In case, additional space to accommodate the increased number of PCs is not available, accommodate more than one unmanned PCs in the existing unmanned eflow stations.
5. Assess the requirement/replacement of data centre furniture like computer table/chairs etc. Estimate their number and obtain the estimates through DCO and submit the proposal to DD (HQ) in ORGI.

6. Sufficient space as per the norms must be kept for smooth flow of forms during pre scanning/ scanning process.
7. The pre scanning and scanning area should preferably be on the ground floor to ease the movement of scan-able forms. These two should be near to each other.
8. Scanning area should be located within 60 meters from the server/network switch room.

B. Electrical work:

1. Obtain the assessment from the CPWD on the status of the existing electrical work like cabling, power/light points/switches and tube lights etc. The electrical cables for the computer equipment would need to be of copper. CPWD may be asked to assess the health of the existing electrical items and obtain estimates for the items which need replacement/repair. Install 5% extra power points based on the total client PCs.
2. Obtain the assessment from the CPWD of the fire alarm system & fire fighting equipment which should remain functional at least upto 2015. Otherwise, obtain estimates from CPWD for their replacement.
3. Provide one tube light connection through UPS in the Server, Scanner, pre-scanning, temporary schedule storage, PC/Operator rooms, staircase, toilet and other emergency/critical areas. Alternatively make the provision for emergency lights/invertors.

C. Power equipment (UPS, DG set):

1. Data centre must have at least two numbers of UPS (same brand) in the multiple of 10, 20, 30 KVA or combination of above depending upon the stipulated UPS capacity requirement in the EDP Circular. Obtain the estimates from CPWD for reputed brands of UPS like Tata Libert, APC, Numeric, Uniline etc.
2. All computer hardware and peripherals should get power supply through UPS.
3. In addition to normal power supply, UPS and other light/fan points should also get the stabilized power supply through DG set.

4. DG set workload has been estimated by ORGI. Please check that the existing capacity of the DG set is in conformity with this and take the matter with DG set maintaining agency/CPWD to ensure that it is in working order. Obtain a certificate that DG set will remain functional at least upto 2015.

D. Air conditioning:

1. Estimate the number of ACs required with its capacity as per the norms prescribed in EDP Circular-1. The critical areas like Server, Scanner and UPS Rooms will be provided with new ACs.
  2. An assessment be done by CPWD/maintenance agency of the existing ACs and about their working life till 2015. You may consider replacement of all such ACs, which will not work till 2015, with new ACs. Old ACs for which replacement is taken may be deployed elsewhere in the DCO office.
  3. Obtain estimates for new ACs (for procurement and installation) from CPWD. Estimates must be for reputed brand of ACs like Carrier, Voltas, LG, Blue Star, Samsung etc.
  4. All the ACs installed in Server, Scanner and UPS room should be connected to the DG Set Power supply also. In addition to normal power supply, the DG set power supply must also be made available to a few ACs (i.e. one AC for twelve computers) in PC area.
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2. LAN cabling work will be undertaken by NICSI or any other agency to be decided by ORGI. You may please ensure that the items for which CPWD submits estimates is done taking into account the prices of at least three reputed brands alongwith capacity, make, model and its life.
  3. All the estimates of the above mentioned items must be examined by the DCO/DDE Centre in charge and must reach the D P Division latest by 28<sup>th</sup> November 2008 with their comments/suggestions.
  4. This is issued with the approval of Secretary (RGI).

Yours faithfully,

(B.L.Jain)  
Addl. Director (EDP)