

MOST IMMEDIATE



भारत सरकार/Government of India
गृह मंत्रालय/Ministry of Home Affairs
भारत के महारजिस्ट्रार का कार्यालय
OFFICE OF THE REGISTRAR GENERAL, INDIA
2ए, मानसिंह रोड, नई दिल्ली-110011
2A, Man Singh Road, New Delhi-110011

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CENSUS OF INDIA 2011 – EDP CIRCULAR No. 3

Subject : 2011 Census & NPR - Computer hardware and Infrastructure items in Data Centre – reg.

National Informatics Services Inc. under NIC had placed order on 20.03.2010 for procurement of computer hardware and peripherals for 2011 Census and National Population Register Project. DCOs having Data Centre would receive computer hardware and peripherals shortly. Purchase order of computer equipments and peripherals for your Data Centre is enclosed at **Schedule-1**. Laptop and System Software for respective Data Centre would be provided by ORGI at the time of installation.

2. Further refer to letter of even number dated 18.01.2010 regarding formation of a Systems Operation Group (Core Group) in each Data Centre. Copy of the same is enclosed at **Schedule-2** for ready reference. The Systems Operation Group would coordinate computer hardware installation, system administration and computer networking. Broad duties & responsibilities among members of SOG is enclosed at **Schedule-3**.

3. Important guidelines regarding installation and management of computer equipments/ Infrastructure items in the Data Centre are enclosed at **Schedule-4**. The Data Center In-Charge would deploy Systems Operation Group to ensure implementation of these guidelines. D.P. Division is planning to arrange IT training for Data Centre officials. Keeping in view the ensuing Census/ NPR activities, it is suggested that all the EDP officials posted in other Divisions/Sections may be recalled in the Data Centre at the earliest.

Sd/-
(C. Chandramouli)
Registrar General &
Census Commissioner, India.

Enclosures : as above.

To

All Directorates of Census Operations.

**Important Guidelines for Installation and Management of Computer equipments/
Infrastructure items in Data Centre**

A) Pre-installation stage:

- 1) Copies of the purchase order placed with NICS I along with number of systems, its specifications is attached **Schedule-1** for respective Data Centre.
- 2) The computer vendor shall be delivering the boxes containing computer equipments except Laptops & softwares at each Data Center location. Arrangements may be made to receive the same and store them in a room under safe custody. Vendor's authorized representatives will open the boxes later only at the time of installation.
- 3) An inventory of boxes of equipments received may be prepared in a register and update the same as and when further boxes of equipments are delivered, in the format given at **Annexure-1**.
- 4) Network cabling work has been entrusted to the computer vendor by NICS I under the overall supervision of System Integrator. This cabling work is to be completed before the installation of the systems. The site should be ready in all respects (i.e all Civil and electrical works etc.) and the sitting arrangements for the staff including placement of furniture in the computer hall etc are to be finalized for the cabling work to begin. Hence the site preparation work should be given top priority. Wherever the site is ready, vendor/ NICS I representatives may be informed accordingly to take up the network cabling work. List of NICS I Coordinators at respective locations is enclosed at **Annexure-2**. A layout plan showing the placement of computers, printers, scanners etc. and sitting arrangement may be drawn for later use and ready reference.
- 5) Servers, PCs, and Laser printers are to be connected to the Network. The **minimum number of network nodes (I/O boxes)** to be installed is based on the number of such machines allocated to the data center. However, depending on the number of ports in the LAN switches, additional nodes may be installed for future needs. It may be noted that the LAN switches are to be placed in the server room.
- 6) It may be ensured that the network cable contractor must submit a detailed diagram showing the location of LAN switches, I/O boxes, node identification number and cable connection etc for the respective Data Centre. This may be kept under safe custody.
- 7) Regular meeting may be conducted with the NICS I representative of your location to co-ordinate the work relating to delivery of computers, Network cabling and installation of the computer system.

B) Installation stage:

- 8) The installation of the computer system would be done by authorized service provider of the computer vendor in association with NICSI representative at your location.
- 9) The exact position where the computers are to be placed is to be told in advance (preferably with a rough sketch).
- 10) All The equipments supplied should be installed in the computer hall of Data Centre and **should not be diverted to any other section/division in any case.**
- 11) The software media, manuals etc may be kept under safe custody.

C) Post-Installation stage:

- 12) After installation of the computers and loading of the necessary software, NICSI will conduct an acceptance test at site, as per set procedures, on a date to be fixed in consultation with Director, DCO. A certificate of acceptance of the computer systems specifying detailed specification shall be issued by NICSI representative.
- 13) Based on the report submitted by NICSI, a detailed inventory of all the computer equipments installed, and loaded software etc is to be prepared by the in-charge of Data Center as per the format given at **Annexure-3**. The same may be cross-checked with the list of equipments allocated to your data center. Any short or excess supply may be brought to the notice of NICSI representative with a copy to D.P. Division, New Delhi. The date of installation and acceptance of computer systems has to be recorded in the inventory register.
- 14) These items should be included in Dead Stock register (DSR) for all items of store except consumables, already available in the Directorate. In case DSR is not available in DCO, the same may be created for Data Centre equipments in proper format.
- 15) A unique serial number may be written (physical count of equipment) on every piece of equipments (CPU, Monitor, Keyboard, Mouse, Laser printers etc) installed in the computer hall and the same may be recorded in the item-wise inventory register also (format given in (A) part of **Annexure-4**). Details of software and manuals received may also be recorded as per the format given in (B) part of **Annexure-4**
- 16) The supplied computer system will be under **five years** on site free comprehensive warranty.
- 17) As per terms and conditions, the computer vendor is expected to post a Hardware Engineer at site for immediate repair of equipments. It may be ensured that the Engineer is present daily in the office. A separate room may be allocated for the Engineer.
- 18) A complaint register, as per the given format at **Annexure-5**, is to be maintained to keep proper record of maintenance of equipments (item-wise) undertaken by the

vendor during the warranty period. In addition to this daily complaints are also to be recorded in a maintenance logbook, which will be supplied by the engineer. An officer may be entrusted with this responsibility.

- 19) Proper security of all the equipments in the data center against theft, fire, flood etc is to be ensured. It is presumed that fire alarm system, sensors for timely detection of heat, smoke, or fire, fire extinguishing equipments, temperature & humidity level indicator / control devices etc have been set up in the Data Center premises.
- 20) Arrangements may be made to post watch and ward staff in the Data Centre. A reception counter with a visitor's register may also be set up to restrict unauthorized entry of persons.
- 21) infra-structural facilities built up recently are to be well maintained. Warranty and post-warranty maintenance of the site including equipments such as UPS, Generator, Air-conditioners, Furniture items, and Electrical items should be taken care. A register of infra-structural items installed in the data centre as per format given at **Annexure-6** showing quantity, date of installation, warranty period, date of expiry of warranty, authority responsible for annual maintenance etc. should be maintained. Recording of complaints in respect of infra-structural items also may be done as per the format given at **Annexure-5**.
- 22) The Data Centre should be kept neat and clean. Arrangements may be made for regular sweeping of the computer halls, dusting and cleaning of the computer equipments etc by deploying enough dedicated staff. If need be, this may be outsourced to some private agency exclusively for Data Centre after getting proper approval from the competent authority.

Annexure-3

INVENTORY OF COMPUTER HARDWARE & SOFTWARE INSTALLED

Sl. No.	Date of Purchase/ installation/ acceptance	Description of equipments	Quantity (nos.)	Purchase Cost (Rs.)	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
A) HARDWARE					
1.		Servers with (mention configuration)			
2		PCs (Category: Desktop-1) with (mention configuration)			
3		PCs (Category: Desktop-2) with (mention configuration)			
4		PCs (Category: Desktop-3) with (mention configuration)			
5		NAS (storage)			
6		Network Laser Printers			
7		LAN Switches			
8		Nodes & Cabling items			
B) SOFTWARE					
1		Operation System			
2		Application Software			
3		Antivirus software			
4		eFlow ICR software			

Prepared by :

Checked by

ITEM-WISE INVENTORY

(Use separate sheet for each item)

A) HARDWARE

CPU / MONITOR / KEYBOARD / MOUSE / LASER PRINTER/ MFD
(strike whichever is not applicable)

Serial number as written on the item	Serial Number as recorded in the factory	Location (room No. etc)	Date of receipt	Date of installation	Warranty expires on
(1)	(2)	(3)	(4)		(5)

B) SOFTWARE

Serial No.	Description of Software or Manual (Name, Version number etc.)	No. of CD's with CD Key number (in case of software)	No. of copies of Manual	Remarks
(1)	(2)	(3)	(4)	

