

Punjab State Transmission Corporation Ltd.

Circular No. 46/PSTCL/2010

Dated : 16.12.2010

From: Chief Engineer/SO&C,
PSTCL, Ablawal, Patiala

To: 1) All EIC/CEs under PSTCL
2) All Dy CEs/SEs under PSTCL
3) FA/ CAOs under PSTCL
4) All Adl. SEs/Sr XeNs/DyCAOs under PSTCL

Memo. No. 10454/553/SO/OA/IT/426

Dated 16.12.2010

Subject: Computer Norms and IT Guidelines for PSTCL offices.

In pursuance to the decision taken by the committee of the WTD, PSTCL while considering CE/SO&C Memorandum No. 16/SO/OA/IT dated 6.10.2010 in its 07/2010 meeting, the Computer norms and IT guidelines(Annexure I), as approved by the authorized committee comprising of Director/Technical and Director/Fin. & Commercial , PSTCL , shall be applicable for PSTCL offices.

These computer norms shall be considered for issuance of Computer items to the concerned offices. Each officer- in-charge shall ensure strict compliance of IT guidelines for handling of Computer items and maintaining its inventory under his office.

This issues with the approval of competent authority.

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Dy. CE/Open Access
PSTCL, Ablawal, Patiala.

DA/Annexure – I

CC (10554/59 dt. 16/12/2010):

- 1) Sr Pvt Secys. to Director/Tech, Director/Fin. & Comml. , Director/Admin. , PSTCL
- 2) OSD to CMD, PSTCL, Patiala
- 3) Company Secy., PSTCL, Patiala, w.r.t U.O. No. 273/WTD-7.4/2010/PSTCL dated 18.10.10.

A) Norms of Computer Items:

Sr.No.	Office/Designation (PSTCL)	Laptop	Desktop	Laser Printer
1.	EIC/Chief Engineer or equivalent HoDs	1	1	1
2.	Dy. Secy/ Sr. Pvt. Secy/ Pvt. Secys. to Directors & EIC/CE/HoDs	-	1	1
3.	Dy.CEs/SE/CAOs or equivalent	1	1	1
4.	PAs to Sr No. 3 above	-	1	1
5	Company Secy /Advisor	1	1	1
6.	Addl.SE/Sr.Xens./Dy.CAO or equivalent	1*	1	1
7.	Circle Supdt.	-	1	1
8.	Head Clerk/Supdt.	-	1	1
9.	SSE/AEE/AEs or equivalent	-	1	1
10.	Field Sub Divn. (TLSC/ Grid/ P&M)	-	1	1
11.	AAE/JE-1/JE-II/SSO	-	1 **	1**
12.	Sr.AO/AO or equivalent	-	1	1
13.	Joint Secy. /Dy. Secy./ Under Secy.	-	1	1
14.	Supdt Gr.I/II, SAS Acctt.	-	1	1
15.	Sr.Asstt/Circle Asstt.	-	1**	1**
16.	UDC/LDC	-	1**	1**

* Subject to recommendations of HOD with justification.

** Common per office

Note: *In addition to the above, 1 No. USB Pen Drive (up to 4 GB) shall also be admissible for each of the computer user in the respective office/section provided with PC for data transfer, which shall be considered as consumable items and shall be replenished not before two years.*

B) IT Guidelines :

- (i) Proper handling/upkeep of all the computer items and data security shall be ensured by the respective officer/office. However, designated IT office under PSTCL will act as a nodal agency to ensure proper maintenance of computers, etc both during the warranty period and beyond the warranty period. The AMC should be taken beyond warranty.
- (ii) The user shall take adequate measures to ensure protection of computer system(s) from virus threats, etc. and suitable antivirus software(s) shall be arranged and used for this purpose.
- (iii) The officer concerned/in-charge shall ensure maintenance of proper record/entries of all computer items as issued/provided to individuals in respective office T&P Registers.
- (iv) The computer items, etc , need not be handed over when an officer proceeds on Earned leave. In case of transfer also, the incumbent taking over should be allowed to take the possession of the computers.
- (v) The computers items must be deposited/handed over in the office concerned immediately in the event of transfer/retirement. The incumbent taking over shall be allowed to take possession of the computers, etc.
- (vi) All existing computer items in PSTCL offices as issued by erstwhile PSEB or PSPCL, shall be treated as property of PSTCL. However, ongoing warranty/AMC provisions for such items shall remain in force.
- (vii) In general, active life span of Computer Hardware shall be taken as Seven (7) years from the date of purchase.
- (viii) After warranty period, up-gradation/replacement of the Computer items, if required, shall be subject to specific approval of HOD.

- (ix) Obsolete/un-serviceable Computer systems/items like PC/Laptop, printers, UPS etc., not in working order, if any shall be surveyed off by the respective office(s) with the approval of HOD and shall be returned "*without value*" to Communication Store, PSTCL, Ludhiana for its further disposal.
- (x) Admissibility of broad band and Mobile internet data modem facility and its usage limits/tariff plans for official use shall be decided at the level of CMD/PSTCL or designated Telephone/Mobile Advisory committee of PSTCL.
- (xi) Each of the HOD/officer-in-charge shall assess the computer skills of officers/officials working under his charge and requirement of up-gradation of skills, training, etc. shall be intimated the same to the IT office, PSTCL which shall organize computer training programs from time to time, based on the above requirement.
- (xii) IT office shall finalise minimum technical specifications of computer hardware/software items from time to time so as to meet with the basic IT support requirements in PSTCL offices.
- (xiii) All Computer items shall be procured centrally by IT office in line with above norms/guidelines.
- (xiv) Technical specification of computer hardware/software requirement arising for any specific project/purpose, shall be decided on case to case basis.

Notes:

- i) Any clarification/relaxation to the IT norms & guidelines shall be subject to the approval of the above designated Committee.
- ii) The requisition slip perform as per appendix-I shall be submitted by the concerned offices for issuing of computer items in line with the above norms.

Requisition Slip for Computer Peripherals

- 1) Name of Office: _____
- 2) Computer Items requirements:-

S.No.	To whom to be issued along with designation (filled posts only)	Name of Computer Item(s)	Admissibility as per PSTCL IT Norms (Nos.)	Already Available Quantity (Nos.)	New Requirement (Nos.)
1	2	3	4	5	6 (4-5)
1.		Laptop			
		Desktop (PC)			
		Laser/DMP			
		UPS			
2.		Laptop			
		Desktop (PC)			
		Laser/DMP			
		UPS			
3.		Laptop			
		Desktop (PC)			
		Laser/DMP			
		UPS			
4.		Laptop			
		Desktop (PC)			
		Laser/DMP			
		UPS			

Certified that above computer items have been requisitioned in line with Computer norms issued vide CE/SO&C Circular No. 46/PSTCL/2010 Dated 16/12/2010.

C/S
Signature & Seal of
Controlling Officer

Signature & Seal of
Officer in Charge

To
SE/Open Access,
PSTCL, Ablowal, Patiala.

No. _____

Dated: _____