



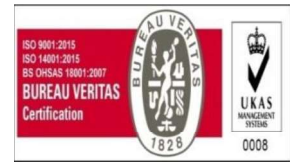
केन्द्रीय भण्डारण निगम

(भारत सरकार का उपक्रम)

CENTRAL WAREHOUSING CORPORATION

(A Govt. of India Undertaking)

जन-जन के लिए भण्डारण/Warehousing for Everyone



No. CWC-CO/MIS/31/2020

Date:06.05.2020

CIRCULAR

Subject: Allotment of Laptop—(Revision-1.0)

1. With the deployment of various IT tools in Corporation such as e-Office, WMS, Tally, HRMS, Bill Tracking System etc. and that the work from home is inevitable, owing to outbreak of COVID 19, it is imperative that all the Regular **Employees** including **Management Trainees, Consultants, Advisors, Outsourced/Contract** manpower posted at CO and ROs, **Independent Directors, who are required to work on e-Office regularly from Office/Home/Field**, must have a working Desktop/ Laptop coupled with internet connectivity.
2. It is not to be treated as an entitlement and shall be allotted as per requirement.
3. All the Officials posted at CO/RO, currently having workable Desktops and are **required to work on e-Office from home/ field shall also be eligible for the issuance of laptops**. The HoDs and RMs to identify these officials and forward the recommendations for issuance of laptops. Also, HoDs and RMs to look into the prospects of issuing these workable desktops to the officials/ DEOs etc, who are not required to work from home/ field.
4. The laptops already provided to group A officers and some other officials, under circular No. CWC/I-LAPTOP/Admn dated 23.03.2015 and CWC/R-&IP(policy)/Rectt/2019/16828 date 15.01.2020, should be used by concerned at Office or Home, for official work, including for e-Office and they will not be provided the laptop by Corporation under this scheme.
5. The specification of such laptops, as provided, which are usually **older than three years or got damaged**, for suitability of e-Office usage, shall be accessed by MIS Division, on need basis and yearly. In case, it is not technically and/or financially feasible to upgrade such laptops and the available desktop/ laptop, provided by Corporation, is also not technically and/or financially feasible to upgrade, it shall be replaced with new laptop, if same is not available in stores of CO/ROs.
6. However, each Division at CO and ROs shall ensure **Linear Structure** of working, so that the e-File should not be moved to more than 3 to 4 levels, even if, the file is to be put up to MD.
7. Concern HoDs at CO and RM at ROs, will carry out assessment of allocated works / duty list of officials and also decided who are not required in their Division/ RO.



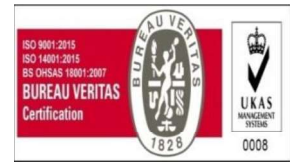
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8. The name of such officials, who are **not required**, should be forwarded to Personnel Division, CO, for transfer to Central warehouses / ICD/CFS /ICP/ field.
9. **Laptop shall not be provided** to any such officials, who are neither conversant of e-Office nor learning and using the same even after training. HoDs at CO and RM at ROs to identify such officials, forwarded the name(s) to Personnel Division, CO, for transfer to Central warehouses / ICD/CFS /ICP/ field.
10. Thereafter, concern HoDs at CO and RM at ROs to assess the requirement of laptops to such officials and forward to Purchase Division /Cell of CO/ROs.
11. The secretarial manpower like Steno/PA/SPAs/PS/PPS, **attached with below board level officers**, shall not be provided with laptop and they are required to work on desktops.
12. Secretary (B&C), to access the requirement of laptops to Board of Directors.
13. To ensure return of these laptops to the Corporation, at the time of relieving of regular employees and completion of contract period or termination of contract, the laptops as provided by Corporation should handed over to concern HoDs at CO and RMs at ROs, for its further re-allocation/utilizations.
14. Laptops are easy to work from anywhere, anytime including from home and does not requires UPS. **Accordingly, it is decided to stop procurement of desktops, instead laptops should be procured, on need basis.**
15. Purchase Division at CO and RM at ROs to procure the laptops. The specifications for hardware & software shall be assessed by MIS Division. The procurement of laptops under these guidelines shall be made through GeM portal, **preferably through Bidding or Reverse Auction mode**, post technical vetting by MIS Division, CO. The inventory of these laptops shall be maintained at the Store section of CO/RO and shall be issued to users in line to the prevailing procedure of issuing the desktops.
16. Laptop shall be procured with three years comprehensive warranty.
17. Anti-virus licenses available with MIS Division should be installed in the laptops by MIS Division CO/ Sr. Technical Support Engineers, deployed in ROs. **The MAC address** of every laptop is to be shared to MIS Division for necessary configuration of security services.
- 18.** Insurance cover for the laptops under this scheme shall be arranged by Finance Division at CO and RM at ROs, for the risk of theft, burglary, data loss, any physical damage to the laptops etc.



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19. To facilitate employees to "**Work From Home**" on various IT tools, especially on backdrop of uncertainty of COVID 19 period, a limit of Rs. 200/- (Rupees Two Hundred Only) per month shall be reimbursed to all officials, who are provided with laptops and not covered under provision of policy on laptop/mobile phones to the officers vide circular No. CWC/R-&IP(policy)/Rectt/ 2019/ 16828 dated 15.01.2020
20. The **guidelines** for **laptop usage and security** are enclosed as **Annexure I** for compliance.
21. In case of any doubt with regard to any provision of these guidelines, the matter shall be referred to the Managing Director, CWC, whose decision shall be final and binding.

This issues with the approval of Competent Authority, for compliance please.

ANIL

MANIK RAO

Digitally signed by

ANIL MANIK RAO

Date: 2020.05.06

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Group General Manager (System)

Distribution to following officers, with a request to bring content of this circular to the notice of all concerned employees working under them:

1. All HoDs, CO CWC.
2. All RMs, CWC.

Copy to for information:-

1. M.D., CO, CWC
2. DIR (F), DIR (P), CVO, CO, CWC.



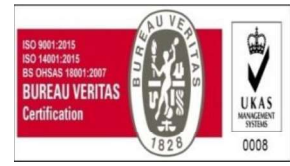
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Annexure I

Guidelines for usage of laptops

1 Objective

- To maintain the security and safe usage of laptops;
- To reduce the disruption caused by theft or loss of valuable data or unauthorized information disclosure from a laptop to an acceptable level through a combination of preventive controls.
- To safeguard laptop from various internal threats. This guideline shall underline appropriate user etiquette for laptop usage and define procedures for safeguards
- This guidelines establishes requirements that should be met **regular employees including Management Trainees, Consultants, Advisors, Outsourced/Contract manpower posted at CO and ROs, Independent Directors of CWC**

2 Physical Security

- Laptops mean Laptops, Notebook and Ultra-Notebook. They shall be referred to as 'Laptop'.
- 'Laptop' includes Laptop, all its accessories, pre-loaded licensed Operating Systems (OS), Anti-virus and Office software.
- Users mean CWC's regular employees including Management Trainees, Consultants, Advisors, Outsourced/Contract manpower posted at CO and ROs, Independent Directors.
- Employees using a Laptop shall ensure **physically secure storage**, if used outside the office.
- All the Laptops should be under **Insurance cover** to protect against theft, damage, data loss etc.
- They should be **protected** from environmental threats such as **dust, excessive heat, and radiation** with suitable measures such as using protective equipment.

3 Laptop Protection

- Each Laptop owned by CWC shall be **password protected**.
- Passwords shall be changed before handing over Laptop to the user and records shall be maintained.
- If the Laptop is handed over to another employee or contract manpower of CWC, its password shall be altered.
- All the Laptops shall be enabled with the **power save option**. f Laptop is not used for a longer break, it should be switched off.

4 Laptop Security



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- a. All the Laptops should be installed with **Anti-Virus Software** as referred in the Laptop Policy.
- b. Users shall not create universally accessible shares in the Laptops.
- c. All departmental IT equipment used outside the department's premises should be subject to the same degree of security as that afforded to equipment used for the same activities on-site.
- d. **Passwords should never be shared.**
- e. All CWC computing devices that store sensitive information and that are permanently or intermittently connected to internal computer networks or public internet must have a password-based access control.
- f. Users working with laptop must employ the **screen saver passwords** that are provided with operating systems, so that after a period of no activity the screen will go blank until the correct password is again entered.
- g. Violations of laptop or network security are prohibited, and may result in **criminal and civil liability** until unless they are authorized to do so. Examples include, but are not limited to the following: **Unauthorized access, use, probe, or scan of a systems security or authentication measures, data or traffic;**
- h. Interference with service to any user, host or network including, without limitation, mail bombing, flooding, deliberate attempts to overload a system and broadcast attacks; Forging of any TCP-IP packet header or any part of the header information in an email or a newsgroup posting.
- i. Users are required to **install "Any Desk/ Team viewer", "Acrobat Reader DC"**, required Drivers for Printers/ Scanners or other peripheral devices, MS Office (if not pre-loaded) in the laptops.
- j. **No other software must be installed in the laptops**, without the approval of MIS Division.
- k. MIS Division shall undertake regular/annual remote **audits of the laptops** to ensure the same.
- l. **Users may refer to MIS Division's Circular no. CWC/MIS-Gem/Email Security/ 2019-20/ 268D, Dated: 02.08.2020**, available under Circulars Section of MIS Division, vide which the necessary advisory on safety precautions for e-mail frauds and Digital Signature Certificate were issued.
- m. Users must also avoid vulnerable links, open wifi networks, and social media platforms on the Official laptops.
- n. Users must always choose strong passwords, regularly review the privacy settings, always open e-mails from known/ trusted sources only to avoid phishing and malware attacks.
- o. Required security guidelines shall be issued, from time to time, by MIS Division, which shall be made available on the website under Circulars of MIS Division which must be complied by all the users and any compliance to the security guidelines shall be viewed seriously.
- p. Personal laptops and printers should not be left logged on when unattended and should be protected by key locks, passwords, screen savers or other appropriate controls when not in use. The use of screen savers or screen shields should be considered for laptop monitors in open areas or where public may have oversight of the screen.

5 Data Backup



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- a. All the data on the Laptop shall be backed up and kept in a safe place before any travel. Regular backups shall be made of the data on the Laptop/external device as per Backup Policy.

6 Illegal Usage

- a. **Transmission, storage, or distribution of any information, data or material in violation of any applicable law or regulation is prohibited.**
- b. This includes, but is not limited to: copyrighted material, trademark, trade secret or other intellectual property used without proper authorization, and **material that is obscene, defamatory, constitutes an illegal threat.**

7 Use of laptop systems

- a. Employees are responsible for the security and integrity of information stored on personal laptop system.
- b. This responsibility includes making regular disk backups, controlling network access to the machine, and using virus protection software.
- c. Avoid storing passwords or other information that can be used to gain access to other network resources.
- d. Laptop accounts, passwords, and other types of authorization are assigned to individual Employees/Contract Manpower and must not be shared with others. CWC users are responsible for any such use of his/her account.
- e. **No personal work:** laptop and any computing facilities, services, and networks should be used for official work and not for personal.

8 Unauthorized access

User shall not:

- a. Damage Laptop systems
- b. Obtain extra resources which are not authorized to an individual
- c. Deprive another user of authorized resources
- d. Gain unauthorized access to systems
by using knowledge of:
 - i. A special password
 - ii. Vulnerabilities in laptop systems
 - iii. Another CWC users password
 - iv. Access ability of CWC used during a previous position

9 Resources Sharing

- a. All the shares on the laptop should be protected by password.
- b. All directories and sub-directories, which are shared, shall be protected by proper user authentication and permissions to access with relevant access rights.



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10 Harmful activities

- a. The harmful activities such as creating or **propagating viruses; disrupting services; damaging files; intentional destruction or damage to equipment, software, applications, data belonging to CWC or clients; and the like are strictly prohibited.**

11 Software Copyright and Licenses

- b. All software installed into individual laptop must carry valid and appropriate license.
- c. Users should not copy the software from the network/internet and install into other laptops without obtaining appropriate licenses.
- d. Users should not distribute software (e.g. setting up ftp server) if they do not have the right to do so.
- e. Employees are not permitted to bring software from home or any other external source and load it on CWC laptops, unless specifically permitted in writing by the MIS Division at CO and by Regional System in-charge at RO.
- f. Only IT support providers are authorized to load shareware and freeware software onto CWC laptop, after having ensured that software is virus free and written permission granted by MIS Division at CO and by Regional System in-charge at RO.

12 Access Controls

- a. Any visitor, guest and anonymous account to be deleted from Laptop.
- b. Users will not bring non-CWC laptop into the CWC network, unless specifically permitted in writing by the MIS Division at CO and by Regional System in-charge at RO.
- c. User's login access to the network is restricted to the laptop he / she normally use.
- d. Administrative account will be permitted only direct / local login to the server and not from the network, to unable any hacking from the network as administrator.
- e. Provide separate normal user account to the administrator for performance of non-administrative duties.
- f. No system administrator will keep his login open indefinitely and will ensure that he necessarily logs off from the system at the end of his duty hours. Same rule will apply to users as well.

13 Access rights eligibility

- a. "Need based Approach" will be adopted for assigning access rights.
- b. Any significant changes in the role of a person will be accompanied with equal measure of changes in the person's access rights.
- c. For Operating System/ databases: System administrators will be granted access as per the need of their defined role.
- d. For Application Software viz e-Office, WMS, Tally, HRMS etc: Users will be granted access as per their functional need.



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14 Replacement of Laptops

- It is essential to periodically replace the Laptops in view of the rapid IT revolution. Moreover, the non-availability of AMC from the OEM or the Service provider leaves Companies with no other alternate to constant update.
- Furthermore, laptops not supporting any new software requirements are more often mentioned as one of the primary reasons resort to replacements.
- Therefore, it is recommended to replace the laptops every 3 years, having considered the lower product lifecycles of the IT products.

15 Up-gradation of Laptops

- MIS Division shall assess requirements of various Divisions/ROs on up-gradation of the Laptops once in a year for suitably taking up through the Revenue Budget.

16 Disposal of laptop and other accessories

- Laptops and other accessories shall be disposed by Stores of CO/RO in compliance with Govt. of India policy on disposal of e-waste. Donations of such IT equipments has been envisaged and recommended. The same will be made applicable as to fulfill societal obligations.

17 Allocation/Reallocation of Laptops for employees on Transfer

- No employee shall be allowed to shift any Laptops or any components on transfer to any other locations. The Laptops along with other components has to be surrendered to the concern HoD/RO.
- In case the laptops become surplus due to transfer or any other reasons, then it shall be surrendered to Stores of concerned CO/RO.
- Under no circumstances, Laptops and other components shall be permitted to be relocated /shifted without the approval of the Concerned Division head/ RO.

18 Roles and Responsibility of Stores at CO/ROs in Laptop Allocation

- All inventories of the Laptops and other allied components allotted in various locations shall be maintained.
- All movements of shifting of Laptops shall be recorded.
- Re-allocation of laptops keeping overall IT requirements.
- Purchase of IT equipments in line with Purchase policy in vogue.
- Each Laptop is allocated a unique number, which is used for providing maintenance services.
