

C I R C U L A R

Subject :- Policy Guidelines on usage of IT Devices & Services

Reference :-

No.	Details	No.	Date
1	Policy Guidelines on Usage of IT Devices from DST,GoG	SWN/13/2010/4208/IT	10-12-2014
2	IT/ITes services Letter from ED(S&A)	GIDC/COMP/172	28-06-2011
3	Constant Power supply through UPS	GIDC/COMP/210	09-06-2010
4	GIDC Circular	GIDC/O&M/CIR/Comp/Policy/73/11	06-03-2010

Following policy guidelines shall be considered for the usage of IT Devices and ITes Services provided by Corporation.

1. Desktop / Laptop Devices

Use and Ownership

Desktops/Laptops shall be used only for transacting Corporation's work. Users shall exercise their own judgement and discretion to keep the personal use of desktop devices to the minimum extent possible. No one shall access any entertainment, social media or any business related websites using the network provided or by using personal data card.

Security and Proprietary Information

Users shall keep their passwords secure and shall not share their account details. Users shall keep strong and secure passwords so that any secured details stored in their machine cannot be used by any person.

Users shall not give their computer or network facility password to any unauthorised person nor shall they obtain somebody else's password by any unauthorised means what-so-ever. No one except Network administrator is authorised for that computer.

Users shall not use the facility provided for purposes like playing games, listening to music, watching videos etc. or for any personal purpose. Concerned

HoD/DM/SE/RM/XEN are requested to inform the user to close/remove this facility and may take disciplinary action as per provision of staff regulation.

It is mandatory to have email address provided from head office domain i.e. <e-mail address>@gidcgujarat.org. No other mail facility services is to be used. If users do not have an official email address as stated above, they may send request through concerned HoD/RM/XEN to Manager(S&A).

Users shall log-off when the system is unattended and all active desktop/laptop computers shall be secured with a password protected screensaver which should be set with automatic activation at 10 minutes or less.

GIDC has installed anti virus software in each and every machines with a facility for any updation/upgrade of antivirus software connected to GIDC network. Users shall ensure that updated virus scanning software is installed and running in all systems. Users shall exercise due caution while opening e-mail attachment received from unknown senders as they may contain viruses or other malicious software.

Users shall report any loss of data or accessories to the concerned nodal officer deputed by HoD/RM/XEN who in turn will send report to S&A branch, Head Office.

Users shall not use communication facilities of the devices to interfere with others' legitimate use, of any computer or network facilities anywhere.

Users shall obtain authorisation from the competent authority before taking any issued IT device outside the premises of their office and to connect any outside computer to the official network.

Users shall properly shut down their systems and turn off the computer to the network before leaving the office.

Utmost care is taken to vaccinate the machine through network. Auto updation of vaccine facility is created for each and every machine. But, for any reason, if user suspect that their computer has been infected with the virus (OR it might have become erratic or slow in response), it should be reported to S&A branch for corrective action through their competent authority i.e. HoD/RM/XEN.

Use of Software on Desktop/Laptop systems

Users shall not copy or install any software on their own on their desktop/laptop systems, including privately owned shareware and freeware without taking the approval of the S&A branch at Head Office. GIDC had prevented for such unauthorised installation. Even though, through any means OR by removing controls, user who is allotted that system will be held responsible and disciplinary action will be initiated against him/her as per provision of staff regulation.

Users shall not share their account(s), passwords, security tokens(i.e. smart cards), Personal Identification Numbers(PIN), digital signature certificates or similar information, devices which are used for identification and authorisation purposes, etc. with any unauthorised persons.

Users shall take full responsibility for data that they store in their computers and transmit through network facilities.

Users shall not use computer or network facilities to store or transmit their data in ways that are prohibited by law or policy issued by State Government from time to time.

Users shall not transfer, install or use any software or data files in violation of applicable copyrights or license agreements, including not limited to downloading and/or distribution of music, movies or any other electronic media.

GIDC had provided almost all required application software and general softwares with license to use. However, for any specific requirement, user may send the request for procurement / usage through their concerned authority i.e. HoD/RM/XEN to S&A branch for necessary approvals after considering their requirement along with justification.

2. Use of Portable Devices

Devices covered under this section include GIDC issued laptops, mobiles, iPads, tablets, PDAs etc. Use of these devices shall be governed by the following :

User shall be held responsible for any unauthorised usage of their GIDC issued access device by a third Party.

Users shall keep the GIDC issued devices with them at all times or store them in a secured location when not in use. User should not leave the devices unattended in public locations(e.g. airport lounges, meeting rooms, restaurants, etc.

User shall ensure that the portable devices are password protected and auto lockout enabled. The password used should be as strong as the device may support and should be as per the password policy.

User shall wipe or securely delete data from the device before returning/disposing it off.

Lost, stolen or misplaced devices shall be immediately reported to the XEN of concerned field office. For Head Office, M(S&A) should be reported.

3. Use of network printers(Multi-function OR mono) and scanners

Utmost care is taken to provide Class-I and Class-II officers of GIDC with exclusive printers. If there is any need, users are requested to utilise the same on sharing basis. Necessary technical support for this facility will be provided by technical team of S&A branch on receipt of such request through proper channel.

4. External Storage Media

Devices covered under this section includes office provide CD/DVD's, USB storage devices etc. Use of such devices shall be governed by the following :-

Use of external storage media by default shall not be allowed in the network. If the use of external media is required/necessary, due approval from the S&A branch through concerned HoD/RM/XEN shall be taken with proper justification.

Blocking access to external storage on GIDC issued access devices like desktop shall be implemented at all offices within the Gujarat. Users, authorised by GIDC to use the external storage, will be allowed after approval of competent authority.

Users shall use only the media issued by GIDC. The user shall be responsible for the safe custody of the devices and contents stored in the devices which are in their possession.

Internal transfer of files (documents, work-sheets, presentations etc.) through e-mails is advisable for secured environment. This policy should be implemented at all levels.

Sensitive information shall be stored on separate portable media. Extreme caution shall be exercised while handling such devices.

Unused data on USB devices shall be cleaned through multiple pass process.

USB devices belonging to outsiders shall not be mounted on GIDC's systems.

If it is necessary to allow the visitor to use a USB memory device for any reason, it shall be used only on designated systems meant for presentation purpose. Under no circumstances the USB devices belonging to visitors shall be mounted on systems that are connected and belonging to the corporation network except with prior approval of competent authority.

5. e-governance Projects :-

Several softwares were developed for ease of working and better services in time such as TSP modules, Online Application Systems for inventories, 2(r), lease deed etc. under e-governance projects. Concerned field RM and XEN of related systems are responsible for total, complete and verified data for various systems developed related to their jurisdiction and their seamless movement..

6. Others :-

TSP modules are developed to ease the work of concerned branch. Needless to mention that all branches should pro-actively provide their requirement / updations through their respective RM/XEN/HoDs to S&A branch. It is their responsibility to provide the details to developers at S&A branch and get their requirement full-filled.

For any UPS/Power/network/cable/switch related issues, concerned M/E officer is to be contacted as they are responsible and authorised for providing such services.

For all field requirement related to IT/ITes services, user should forward the request through their office-head to concerned XEN who is a custodian for IT infrastructure at field office. He will verify and send request with due justification stating no availability of such item/s in their inventory. Concerned Executive Engineer should keep updated inventory register and send the quarterly report to S&A branch. For every requirement of purchase / part replacement / updation is to be putup to S&A branch and procurement of any IT/ITes items is to be done by Head Office only.

For any special requirement other than above such as rights for net access, user can place their request through concerned HoD/RM/XEN with purpose and justification to S&A branch for evaluation and justification.

GIDC had engaged agency for technical manpower required for automation through S&A branch. Request for such requirement should be submitted through proper channel to S&A branch along with justification for approvals of competent authority.

Sd/-
VICE CHAIRMAN & MANAGING DIRECTOR

Issued by
Manager (Estt.) 14/11

Enclosed :-

All referred circulars/letters

To

All officers of GIDC

GIDC/COMP/210
Date: - 09/06/2010

To,
SE (M&E),
GIDC, Gandhinagar.

Subj - Constant Power supply through UPS

Dear Sir,

As approved by VC&MD. M&E branch is responsible for periodic checkup, preventive measures and replacement of batteries of all UPS installed at all locations including H.O. Please see that all UPS should be available at full capacity.

Kindly send the report on above to S&A branch H.O., Gandhinagar regarding action taken on this matter.

Thanking You

Yours sincerely,

[Signature]
Manager (S&A)

Encl:- Approval of VC&MD

Copy forwarded with respect to:-

✓ VC&MD, GIDC, Gandhinagar..... for information please.

CC:
Asst. Manager (Projects) (Ahmedabad/ Mehsana/ Vadodara/ Anklेशwer/ Surat/ Vapi/ Rajkot/ Bhavnagar/ Bhuj).....for information please

Xen (Jam)

Xen (Bhu)



L0913480008-27/07/2012
Branch : S&A
Office : Jamnagar
Priority : Routine Letters



L09144800008
Party Name: Xen (Bhu)
Received
Date 27/07/2012

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Xen (Bhuo)



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Party Name: Xen (Bhuj)
Received 27/07/2012
Date

સામ/પોલીસી/૭૩/૧૧
જીઆઈસી, વડી કચેરી,
ઉદ્યોગસલન, ગાંધીનગર
તા. ૦૩/૦૩/૨૦૧૦

પરિપત્ર

નિગમમાં ચાલતાં વિવિધ 'e-governance' પ્રોજેક્ટ/મોડ્યુલ પેકી અમુક પ્રોજેક્ટ/મોડ્યુલ આખરી થતાં તેને વડી કચેરી ખાતે roll-out કરવામાં આવેલ છે. આ પ્રોજેક્ટોને ફલે ક્ષેત્રિય કક્ષાએ લઈ જવા કાર્યવાહી સહ ધરવામાં આવી રહેલ છે. પ્રાથમિક તબક્કે જે પ્રોજેક્ટસ/મોડ્યુલસ તૈયાર થયેલ છે અને ક્ષેત્રિય કક્ષાએ roll-out કરવા વિચારણા સહ ધરવામાં આવી છે તે નીચે મુજબ છે.

- (૧) ઓનલાઇન એપ્લિકેશન અને એલોટમેન્ટ સીસ્ટમ (OAS)
- (૨) નિગમની કાર્ય પ્રવૃત્તિને આખરી લેતાં વિવિધ મોડ્યુલસ જેવાં કે વસુલ્યાત, કાયદા, સ્ટોર્સ, બજેટ, પ્રોજેક્ટ, ફાઇલિંગ, ક્વોલિટી કંટ્રોલ, EIS વિગેરે ટૂંક સમયમાં roll-out કરવામાં આવી રહેલ છે.
- (૩) ક્ષેત્રિય કચેરી ખાતે ઉપલબ્ધ કોમ્પ્યુટરો, પ્રિન્ટરો વિગેરેની વાર્ષિક જાળવણી પદ્ધતિ
- (૪) વિડિયો કોન્ફરન્સ અને નેટ કનેક્ટીવિટી
- (૫) નિગમના ડી.ડી. પ્લાન ચકાસી, આખરી કરવા તેમજ Bids પ્રોજેક્ટ ચલાવવો.
- (૬) e-auction ને લગતી કામગીરી સહ ધરવી
- (૭) IWDMS ફેઝ, ફલે પછી પરિપત્રિત થનાર, કામગીરી સહ ધરવી
- (૮) Registry module લાગુ પાડવું તથા તે મારફતે જ પત્ર - વ્યવહાર તથા કાંઇક મુવમેન્ટ સહ ધરવું

ઉપરોક્ત કાર્યો ક્ષેત્રિય કક્ષાએ સહ ધરવા અને ચલાવવા ક્ષેત્રિય કચેરીઓએ ડેટા એન્ટ્રી માટે કામગીરી નિષ્પિત કરવી, તેને લગતી રેકોર્ડ તૈયાર કરવો અને તેની ક્ષેત્રિય કચેરીઓએ ડેટા એન્ટ્રી કરવાની પદ્ધતિ ઝીકવવી, વિવિધ મોડ્યુલસને ચલાવવા માટે વડી કચેરીની કોમ્પ્યુટર સાખાનાં પરામર્શનાં તાલીમ ઝીકવવી, ઉપલબ્ધ કોમ્પ્યુટર, પ્રિન્ટર વિગેરેની સુયોજિત જાળવણી કરવી કે જેથી તેનો મક્તામ તથા અર્થપૂર્ણ ઉપયોગ થાય, ઉપલબ્ધ કોમ્પ્યુટર, પ્રિન્ટર વિગેરેની જાળવણી કરાર થયેથી તેનું નિયંત્રણ અને સંચાલન કરવું અને વિડિયો કોન્ફરન્સ માટે જરૂરી વ્યવસ્થા એટલે કે કોન્ફરન્સ રૂમ તૈયાર કરાવવો વિગેરે કામગીરી સહ ઉપર લેવાની થાય છે.

નિગમના કોમ્પ્યુટરીકરણ માટે મે. ડેવ આઇ.ટી.પી.એલ.ને પ્રોજેક્ટ મેનેજમેન્ટ કન્સલ્ટન્ટ તરીકે નિમવામાં આવેલ છે અને તેઓ દ્વારા જુદી જુદી કચેરીઓમાં ઇ.ડી.પી. તથા ડી.ઇ.ઓ. મુકવામાં આવેલ છે. આ ઉપરાંત નિગમ તરફથી વિવિધ ક્ષેત્રિય કચેરીમાં, તાજેતરમાં, MBA કર્મચારીઓને મુકવામાં આવેલ છે જેઓએ કોમ્પ્યુટરીકરણની કામગીરી પણ સંભાળવાની રહે છે. અનુભવે એમ જોવાયું છે કે ક્ષેત્રિય કચેરી, RMC અને વડી કચેરીની કોમ્પ્યુટર સાખામાંથી થતી કામગીરી અંગે સમજ અને સંકલનમાં અભાવ જોવા માળ્યો છે જેનાં કારણે ગતિપૂર્વક કામગીરી કરવામાં બાધ આવી રહી છે.

to

McInayer (S&A)

16/3/10
all to Sak
Co-ordinator

Computer Branch

આથી, ન - Government ફેરબાજી વિવિધ પ્રોજેક્ટ/મોડ્યુલ માટે ક્ષેત્રિય કચેરીઓમાં નીચે મુજબ વ્યવસ્થા ગોઠવવાનું નક્કી કરવામાં આવે છે.

ક્રમ	કચેરીનું નામ	નોડલ અધિકારી (નામ અને ક્ષેત્ર)	સુપરવાઇઝરી અધિકારી (MBA કર્મચારી)	વહીવટી ઓફીસરી (પ્રાદેશિક મેનેજર)
૧.	અમદાવાદ	શ્રી આઇ.એ. ડ્રેશી	શ્રી સની બગા	શ્રી જી.એન. જોગીયાણી
૨.	ગાંધીનગર	શ્રી જી.એસ. વાઘેલા	શ્રી સની બગા	શ્રી જે.એન. ખરાડી
૩.	મહેસાણા	શ્રી આર.એસ. નાયક	શ્રી અર્પિત શાહ	શ્રી એસ.કે. પરીખ
૪.	વિ.યુ.નગર	શ્રી વી.એચ. પટેલ	કે. કેની શાહ	શ્રી એસ.કે. પરીખ
૫.	વડોદરા	શ્રી એમ.જે. જાની	કે. કેની શાહ	શ્રી જી.કે. મડિયા
૬.	અંકલેશ્વર	શ્રી ધવલ વસાવા	કે. શિવા ત્રિપાઠી	શ્રી જી.કે. મડિયા
૭.	સુરત	શ્રી પી.એમ. વડકલ	શ્રી પ્રિયંક પશુવાલા	શ્રી એસ.બી. ભોઝાલ
૮.	વાપી	શ્રી વી.એસ. રાજપાલ	શ્રી નંદન દિક્ષિત	શ્રી ટી.કે. પંડેર
૯.	રાજકોટ	શ્રી એન.જી. કુંડલીયા	કે. સુવિધા સિંગલ	શ્રી એ.કે. પટેલ
૧૦.	સુરેન્દ્રનગર	શ્રી એસ.કે. ધંધુકીયા	શ્રી ભાવિક શેઠ	શ્રી ઓ.પી. સર્મા
૧૧.	ભાવનગર	શ્રી બી.એચ. માથોલીયા	શ્રી ભાવિક શેઠ	શ્રી ઓ.પી. સર્મા
૧૨.	જુનાગઢ	શ્રી માસાવદરીયા	શ્રી ભાવિક શેઠ	શ્રી પી.પી. પરમાર
૧૩.	શામનગર	શ્રી ડી.પી. રાહોડ	શ્રી ભાવિક શેઠ	શ્રી પી.પી. સર્મા
૧૪.	ભુજ	શ્રી એ.એ. ઠક્કર	શ્રી વિકાસ પટેલ	ડી.ટી. નિનામા
			શ્રી વિકાસ પટેલ	ડી.ટી. નિનામા

તમામ ક્ષેત્રિય કચેરીઓએ ઉપરોક્ત ગોઠવેલ વ્યવસ્થા મુજબ નિગમની કોમ્પ્યુટર શાખા તથા PMCના પરામર્શમાં કોમ્પ્યુટરીકરણની કામગીરીને આગળ ધપાવવા કાર્યવાહી કરવાની રહેશે. સંલગ્ન કર્મચારી/અધિકારીની બદલી/નિવૃત્ત થયેથી તેમની જગ્યાએ આવનાર કર્મચારી/અધિકારીએ આ કામગીરી સંભાળવાની રહેશે.

સહી/-

ઉપાધ્યક્ષ અને વહીવટી સંચાલક

પ્રતિ,

(૧) નિગમના ક્ષેત્રિય કચેરીઓના તમામ અધિકારીઓ

(૨) તમામ MBA/નોડલ

(૩) મેનેજર (એસ એન્ડ એ)

(૪) પ્રોજેક્ટ કો-ઓર્ડિનેટર, એ. ટેવ આઇ.ટી.પી.એલ

નકલ રવાના :

ખાતાના/શાખાના વડા, વડી કચેરી, ગાંધીનગર..... તરફ ખાસ સારુ

ખાસ અને જરૂરી
કાર્યવાહી અર્થે

રવાના કરેલ
N. Pathak
મેનેજર (મહેસાણા)

GIDC/COMP/ED/ 172 .
June 28, 2011.

To
Executive Engineer
Office of GIDC
Ahmedabad/Gandhinagar/Mehsana/V.U.Nagar/
Baroda/Bharuch/Ankleshwar/Surat/Vapi/
Surendranagar/Bhavnagar/Rajkot/
Junagadh/Jamnagar/Bhuj

Subject :- IT/ITES services

As a custodian of all infrastructure of IT/ITES delivered by Head Office OR created by field office, you are requested to carry out following functions to utilize the IT/ITES services to optimum.

- Keep Asset register of all items for IT/ITES provided by HO OR procured locally along with allocation under your jurisdiction.
- To provide Un-interrupted power supply through UPS. If not possible through stabilizer to avoid any power adverse effect.
- To keep all infrastructure duly cleaned and preventive measures should be taken.
- To keep all items available and running with due maintenance and repairs required.
- To support and provide the infrastructure for IPM Excellence Centres being the activity to be done as Corporate Social Responsibility.
- All AC facilities provided under the guidelines of Head Office should be available and regularly maintained.
- All network through cables and switched should be properly available in working condition.
- Video Conferencing facility should be available with up-to-date facility as per guidelines of Head Office.
- Since, these services are directly attached to top-management, your participation to keep it duly serviced and maintained is required.

For any assistance, you may contact Shri D.N.Nathani, Programmer(mob-9879110085) at Head Office.

Please provide information on hardware which are more than 5 years old whether dead OR working with details by 08-07-2011.


Executive Director(S&A)

Copy forwarded with respect to ..
VC&MD , for information please.