

Instructions and guidelines for the end users of the Laptops

- **Purpose of Laptops:** Laptops shall be used only for discharge of official functions and are strictly meant for Departmental use. The purpose of these Laptops is to provide access to the applications hosted on CBEC network and shall not be used for personal work.
- **Non-transferable:** The laptops are non-transferable and shall remain in the custody of the concerned Commissionerate. It is the responsibility of the Officer to return the Laptop to the Nodal Officer/Commissionerate on being transferred from his/her present place of posting.
- **Connectivity:** It is to be noted that connectivity options for Laptops are similar to All-in-One Desktops. There are three possible ways of obtaining connectivity with the data centre:
 1. **MPLS:** The laptop can be connected to the LAN Nodes available in your building which shall provide connectivity through the WAN to the data centre.
 2. **VPN over Broadband(VPNoBB)** which can be obtained from M/s BSNL.
 3. **VPN over Internet(VPNol)** which can be used through any Internet Service Provider(ISP). In this case the user shall have to apply to DG (Systems) in the specified template (**Annexure-B**) for getting a VPN Id.
- **Undertaking by Officer:** Each Officer who is provided a laptop shall have to give an undertaking in the specified format (**Annexure-C**) at the time of receiving the laptop from the Nodal Officer.
- **Health Report of Laptops:** It is important that the Laptops are kept secure and regular updates of Anti-Virus and other security agents are being downloaded on the laptops. This is possible only when the Laptop is regularly connected to the Network, so that the updates can be downloaded from the data centre. For this purpose, it is required to bring the laptops to the Commissionerate Headquarter, at least once in three months and get the laptops checked from the Resident Engineer posted at the location.