

M-IT4/12184/TC/2013

Transport Commissionerate,
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Dated. 05-06-2013

From

The Transport Commissioner, Kerala
Motor Vehicles Department
Thiruvananthapuram

To

All DTCs, RTOs, JRTOs

Sub: - Motor Vehicles Dept – FAST Project – Mounting rack servers in server rack – instructions – Reg.

All the offices of Motor Vehicles Department are having fully computerized environment. It is learnt that up keeping of ICT & other office equipments with the assistance of Service provider is not happening which leads to interruption of computerized services being provided by the Department. Department have purchased server rack, to keep the servers securely but some of the offices have not installed the servers in it and using it for other purposes like keeping files, stationery etc. Therefore, you are instructed to take immediate steps to mount the **server** (rack mountable), **KVM** Switch and keep the **backup server** inside the server rack with the assistance of SA/ASA under intimation to this office within a week and follow the instructions without fail. Any laxity will be treated as dereliction of duty and responsibility will be fixed on the officers concerned.

(a.) Following instructions shall be follow for the safe up keep of the servers. SA/ASA in the office shall mount the servers (rack mountable) with the assistance of vendors (M/s PCS Technology / M/s. Smart Soft / M/s Focuz Computers / M/s. Zigma Solutions) who supplied Servers/Server Rack within a week and forward the action completion report.

(b.) Ensure the Server Rack is closed and all the keys are kept in the custody of RTO/JRTO.

(c.) Ensure Server rooms are kept clean and display the message "**Server Room - Entry Restricted**".

(d.) Ensure that stationery, consumables or any other materials inside the server room.

(e.) Ensure the house keeping staff is regularly cleaning the server room under the supervision of SA/ASA to keep it dust free.

(f.) Ensure that no persons are allowed to work in the server room and the servers are not using for internet, scanning, printing, software, copying data using pen drive etc.

(g.) The USB drive, internet, printer ports shall be blocked in the servers.

(h.) Air Conditioner (A/C) in the server room is maintained properly and ensure that it is working properly.

(i.) Ensure that SA/ASA entering the server room and managing the servers with prior intimation to the Departmental officials.

(j.) Ensure that Server backup is taken regularly duly entering in the backup register.

(k.) Maintain a register for recording the entry of SA/ASA or any other person to switch on / shut down for maintenance.

Yours faithfully

Sd/-

Transport Commissioner