

**GOVT. OF NCT OF DELHI**  
**SOCIAL WELFARE DEPARTMENT**  
**GLNS COMPLEX, DELHI GATE, NEW DELHI-02**  
**[COMPUTER CELL]**

F. 56(320)/DSW/CC/98/2009/ 2460-2530

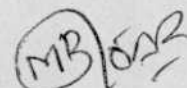
Dated:

03 MAY 2017

**CIRCULAR**

In order to keep the IT infrastructure healthy & in fine working condition with protection of system/data, following general points may be adhered to:-

1. Keeping the IT equipments clean;
2. Keeping IT equipments in appropriate place with no physical harm to device;
3. Immediate call to the maintenance agency on breakdown of IT equipment;
4. Not changing the IP addresses assigned to the machine;
5. Proper stock maintenance in r/o IT hardware;
6. Always keeping the login id/password a secret;
7. Not installing unwanted/unwarranted software in the system to avoid slow working of system;
8. Keeping the system secure with password;
9. Keeping Digital Signature Certificate issued by department safe & secure;
10. Changing password regularly;
11. Using Internet bandwidth in a manner that the other user on the same network has sufficient available bandwidth to use Internet service with sufficient speed;
12. Scanning the pen drives and other memory media before using it to avoid the virus infection in the system.
13. Installation of Antivirus systems issued by NIC.
14. Ensuring that the content available on the website of social welfare department (<http://socialwelfare.delhigovt.nic.in>) related to your office is updated.
15. Use of e-mail Id issued by NIC (XXXX@gov.in/XXXX@nic.in (XXXX denotes username provided by NIC)).



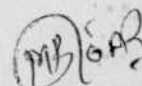
Senior System Analyst

To:-

1. Branch In-charges of Headquarters, Social Welfare Department, Govt. of NCT of Delhi.
2. All District Officers, Social Welfare Department, Govt. of NCT of Delhi.
3. HOOs of all Homes/Institutions, Social Welfare Department, Govt. of NCT of Delhi.
4. Chief Probation Officer, Social Welfare Department, Govt. of NCT of Delhi.
5. HOO, Rehabilitation Services, Social Welfare Department, Govt. of NCT of Delhi.

Copy for information to:-

1. PS to Secretary, Social Welfare Department, Govt. of NCT of Delhi.
2. PS to Director, Social Welfare Department, Govt. of NCT of Delhi.
3. PA to Special Director, Social Welfare Department, Govt. of NCT of Delhi.



Senior System Analyst