Circular No. 114(d) – Admin Division Date: 31.05.2017

Sub.: Software to be loaded on Computers

1. Following software to be loaded on all the computers

1. Windows XP (except on servers) with SP3.
2. Office XP or MS works 8.0 + 2007 compatibility driver
3. Kaspersky (Antivirus)
4. Sure Delete
5. Printer drivers for atleast two printer
6. Acrobat reader or Foxit
7. PDF redirect
8. Required drivers
9. Nero 6.0 or Burnware.
10. Wordweb – an offline dictionary
11. Picasa3
12. Adobe flash player
13. Macrium reflect – free edition – Complete backup software of a partition (on non Lenovo machines).
14. Think Vantage – Rescue and recovery – complete backup software (only for Lenovo machines).
15. F backup (or similar) – backup software with scheduler.
16. IZARC - ZIP / UnZIP software.

2. Additional software to be loaded on some computers

1. Autocad on two laptops.

3. Internet connection

1. Internet connection is being provided at HO through 2 internet connections and one for video conference.
2. Each site has internet connection through and backup modems.
3. Provide a internet connection to all staff at site and HO through LAN/ Wi-Fi.
4. Wi-Fi in mobiles will be provided after approval of MD.

4. Original software and Data Backup

a. Hard disk of all computers should be partitioned as follows:

* 1. Drive C – For OS and other softwares (10% of disk drive with minimum of 15 GB).
	2. Drive D – For My documents an user data. (20% of HDD with minimum of 20 GB).
	3. Back-up files and software dump (balance Hard drive)
1. Reload software on all computers which are slow or not functioning properly.

5. Make a single CD with the following software and leave a copy at each site.

1. Copy all the software referred in 1 above except licensed software like Windows XP and Office XP
2. Make another CD of all printer drivers.
3. Do not keep copies of other software except with system administrators.

6. Delete all other software from each computer.

7. Data has to be stored in server

**Managing Director**