Internal memo No. 901/59/b – Admin. Division Date: 11-08-2020

Subject: Naming of wifi and wifi passwords at HO & sites.

1. Sites to name the wifi connections as per details given below. Passwords may be changed every quarter. Gmail account to be created at all sites for connection to smart TVs, tablets, etc.
2. All sites to maintain 2 or 3 mtr HDMI cable.
3. All employees at site and HO must store all their data on Google drive/One drive. Do not store the data on the desktop/laptop. At HO employees should directly store their documents on HO and work from documents stored on the server.
4. All staff must use email client like outlook express, Thunderbird, etc. All employees with Windows 10 on their computer use the mail client on their computer.
5. CC cameras have been installed at HO and sites. The following persons given in Table -B have to monitor on daily basis at 11am and 5pm. Admin to impose a fine of Rs. 100/- for instance except intimation of not working to project manager or Sys\_admin team by email.
6. CC cameras and passwords are given in Table -C.
7. Ashaiya to check compliance of item 3&4 at sites. Suneel/Lakshmi to check at HO.

Table -A

Details of Ids and passwords

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No | Site | wifi name | wifi password | gmail id | gmail password |
|  | HO | mppl\_ho\_aruna | Mppl@0220 | mpplho.2020@gmail.com | Mppl@2020 |
|  | HO | mppl\_admin | Mppl@0220 | mpplho.2020@gmail.com | Mppl@2020 |
|  | HO | mppl\_acc | Mppl@0220 | mpplho.2020@gmail.com | Mppl@2020 |
|  | HO | mppl\_pur | Mppl@0220 | mpplho.2020@gmail.com | Mppl@2020 |
|  | HO | mppl\_vc | Mppl@0220 | mpplho.2020@gmail.com | Mppl@2020 |
|  | MPL | Mpl1 | Mppl@0220 | mpplho.2020@gmail.com | Mppl@2020 |
|  | MPL | Mpl2 | Mppl@0220 | [mplmppl@gmail.com](mailto:mplmppl@gmail.com) | Mpl@2020 |
|  | GMR | Gmr1 | Gmr@0220 | mpplgmr@gmail.com | Gmr@2020 |
|  | GMR | Gmr2 | Gmr@0220 | mpplgmr@gmail.com | Gmr@2020 |
|  | GHT | Ght1 | Ght@0220 | [mpplght@gmail.com](mailto:mpplght@gmail.com) | Ght@2020 |
|  | GHT | Ght2 | Ght@0220 | [mpplght@gmail.com](mailto:mpplght@gmail.com) | Ght@2020 |
|  | AGH | Agh1 | Agh@0220 | aghmppl@gmail.com | Agh@2020 |
|  | AGH | Agh2 | Agh@0220 | aghmppl@gmail.com | Agh@2020 |
|  | VOC | Voc1 | Voc@0220 | vovmppl@gmail.com | Voc@2020 |
|  | GVRC | Gvrc1 | Gvrc@0220 | gvrcmppl.1@gmail.com | Gvrc@2020 |
|  | BRGV | Brgv1 | Brgv@0220 | [mpplbrgv@gmail.com](mailto:mpplbrgv@gmail.com) | Brgv@2020 |
|  | NE | Ne1 | Ne@0220 | nemppl12@gmail.com | Ne@2020. |
|  | NE | Ne2 | Ne@0220 | nemppl12@gmail.com | Ne@2020. |
|  | SOV | Sov1 | Sov@0220 | [sovmppl@gmail.com](mailto:sovmppl@gmail.com) | Sov@2020 |
|  | SOV | Sov2 | Sov@0220 | [sovmppl@gmail.com](mailto:sovmppl@gmail.com) | Sov@2020 |
|  | SOV | Sov3 | Sov@0220 | [sovmppl@gmail.com](mailto:sovmppl@gmail.com) | Sov@2020 |
|  | SSLLP | Ssllp1 | Ssllp@0220 | [ssllpmppl@gmail.com](mailto:Ssllpmppl@gmail.com) | Ssllp@2020 |
|  | SSLLP | Ssllp2 | Ssllp@0220 | [ssllpmppl@gmail.com](mailto:Ssllpmppl@gmail.com) | Ssllp@2020 |
|  | Serene | Serene1 | Serene@0220 | serenemppl@gmail.com | Serene@2020 |
|  | Vista Homes | Vista1 | Vista@0220 | vistamppl@gmail.com | Vista@2020 |
|  | Vista Homes | Vista2 | Vista@0220 | vistamppl@gmail.com | Vista@2020 |
|  | ESR | Esr1 | Esr@0220 | [esrmppl9@gmail.com](mailto:esrmppl9@gmail.com) | Esr@2020 |

Table -B

Monitoring of CC cameras at site

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Site name** | **Person** |
|  | MPL | Nandini |
|  | GMR | Sravani |
|  | AGH | Anitha |
|  | GVRC | Harini |
|  | Serene | Shiva Prasad |
|  | MRGV | Pushpalatha |
|  | GHT | Sravya |
|  | ESR | Sarvani |
|  | SSLLP | Hemendra |
|  | SOV | Meenakshi |
|  | KNM | Rahul |
|  | NE | Bhargavi |
|  | HO | Suneel |
|  | Vista | Sneha |

Table -C

CC cameras user ids and passwords

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Site name** | **User id** | **Password** |
|  | MPL | mpl\_cc | mppl@123 |
|  | GMR | gmr\_cc | mppl@123 |
|  | AGH | agh\_cc | mppl@123 |
|  | GVRC | gvrc\_cc | mppl@123 |
|  | Serene | serene\_cc | mppl@123 |
|  | MRGV | mrgv\_cc | mppl@123 |
|  | GHT | ght\_cc | mppl@123 |
|  | ESR | esr\_cc | mppl@123 |
|  | SSLLP | Wired connection | NA |
|  | SOV | sov\_cc | mppl@123 |
|  | KNM | knm\_cc | mppl@123 |
|  | NE | ne\_cc, ne\_ch, ne\_te | mppl@123 |
|  | HO | Mppl\_admin, Mppl\_accounts | Mppl@0320 |
|  | Vista | vista\_cc | mppl@123 |

Soham Modi