

Sub.: Software to be loaded on Computers

1. Following software to be loaded on all the computers

- a. Windows XP (except on servers) with SP3.
- b. Office XP or MS works 8.0 + 2007 compatibility driver
- c. Kaspersky (Antivirus)
- d. Sure Delete
- e. Printer drivers for atleast two printer
- f. Acrobat reader or Foxit
- g. PDF redirect
- h. Required drivers
- i. Nero 6.0 or Burnware.
- j. Wordweb – an offline dictionary
- k. Picasa3
- l. Adobe flash player
- m. Macrium reflect – free edition – Complete backup software of a partition (on non Lenovo machines).
- n. Think Vantage – Rescue and recovery – complete backup software (only for Lenovo machines).
- o. F backup (or similar) – backup software with scheduler.
- p. IZARC - ZIP / UnZIP software.

2. Additional software to be loaded on some computers

- a. Autocad on two laptops.

3. Internet connection

- a. Internet connection is being provided at HO through 2 internet connections and one for video conference.
- b. Each site has internet connection through and backup modems.
- c. Provide a internet connection to all staff at site and HO through LAN/ Wi-Fi.
- d. 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:
 - i. Drive C – For OS and other softwares (10% of disk drive with minimum of 15 GB).
 - ii. Drive D – For My documents an user data. (20% of HDD with minimum of 20 GB).
 - iii. Back-up files and software dump (balance Hard drive)
- b. 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.

- a. Copy all the software referred in 1 above except licensed software like Windows XP and Office XP
- b. Make another CD of all printer drivers.
- c. 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