



CCTNS - UP DO'S AND DON'TS



1 Information and Revision History

File Name	UP CCTNS DO'S AND DON'TS for Handholding
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Version	Date	Revision Author	Revision Notes	Approving Authority-name and signature
1.0	9 th June 2013			

2 Do's And Don'ts

- ↓ For Any Sort of Issues Call Help Desk at “180030005050” or mail at upcctns.helpdesk@upcctns.gov.in
- ↓ All the Data should be kept Confidential
- ↓ Attendance should be marked daily before 9:45 AM in online Application and register
- ↓ Daily log should be filled in Online application and register daily before leaving the premises
- ↓ Issue Log should be filled after any issue faced in Online Application and Register
- ↓ Backup should be taken before formatting a systems and copy the data to the external hard disk
- ↓ Manage hardware and networking issues on daily basis
- ↓ Manage CAS Related issues on daily basis
- ↓ Inform the issues to the HELPDESK through Phone or E-Mail
- ↓ Internal Issues are to be kept confidentially
- ↓ Server should be used ONLY by trained personnel
- ↓ Server and Clients connectivity has to be checked daily
- ↓ Internet if available should be used for official purpose only
- ↓ Maintain the Environment clean and tidy
- ↓ Printer should be switched ON only when it is needed
- ↓ Printer should be used for taking printouts pertaining to CCTNS project only
- ↓ Photostat copy is to be taken only for CCTNS project
- ↓ Always be at thana

