Subject: Standing orders for CIPA project


Enclosed find herewith standing order No. 38/2008. It is advised to go through the standing orders for use of computers under CIPA Project and brief the subordinate staff in detail and direct them to comply with all the points mentioned in the standing orders.

Deputy Inspector General of Police,
U.T., Chandigarh

Copies for information:
1. PA to DIG/Operations
2. PA to SSP/U.T.

Copies to following for necessary action:
1. All SDPOs
2. DSP/Crime
3. DSP/W&CS Unit
4. DSP/EOW
5. DSP/Operations
6. DSP/CID
7. All SHOs
8. I/C Crime Branch
9. I/C Cyber Crime Cell
10. I/C W&CS Unit
11. I/C EOW
12. I/C CBO Cell
13. I/C Special Crime Investigation Cell
14. I/C Computer Section
STANDING ORDER

NO. 38/2008

1) INTRODUCTION :-

Ministry of Home Affairs, Govt. of India has decided to capture the crime criminal information from the root level i.e. police station to the National level, as to share the information with each other. National Informatics Center, New Delhi has developed a software namely CIPA (Common Integrated Police Application) for this purpose.

The CIPA software has been developed to collect the information of Crime and Criminals having different modules. Chandigarh Police has already implemented CIPA w.e.f. 1.1.2008.

2) HARDWARE :-

Under this project, the computer hardware and peripherals as per annexure 'A' have been installed in each police station.

HARDWARE MAINTENANCE :

i) These computers are property of Chandigarh Police.

ii) These computers are carrying three years on site warranty w.e.f. 01.12.2007 whereas the printers and UPS are under one year on site warranty.

iii) In case of any fault in computer hardware or peripherals, the computer operator will inform computer section in writing and also lodge a complaint with the vendor, on the address as given at Annexure 'C'. A proper register will be maintained by the computer operator concerned in each police station in this regard (Specimen at annexure "B").

iv) Under no circumstances the computer operator/police station staff will interfere or try to repair the hardware and peripherals at their own.

v) Whenever an Engineer from the Firm reports to repair the hardware, the computer operator/police station staff will remain present there. After repair, they will satisfy themselves that the equipment has been repaired properly. They will ask the engineer to issue a call slip and the same will be maintained in a separate file.
vi) Computer Operators/ Officials from police station are not authorized to install any kind of Software in the computers installed in Police Stations without specific orders by the competent authority.

vii) No unauthorized person/official will be permitted to operate the computers or interfere with any equipment installed alongwith the computers.

viii) Computer Operator/police station staff will daily clean the hardware before its use.

ix) Computer Operators will ensure that the UPS is connected and charged properly. The UPS provided in the Police Station are having 2-hours backup. In case of electricity failure, the staff can use the system for about 2 hours. As and when the batteries of the UPS are exhausted, the UPS will start beeping and under such a condition, the Computer operator will immediately first shutdown all the systems after adopting proper procedure and thereafter he will shutdown the UPS.

x) The Computers installed in police stations will be used by the computer operators/staff for CIPA software's as well as other official works only.

xi) The Multi function printer (HP-3052/3055) and Duplex printer (HP-2015Dn/1320) installed in police station are exclusively for CIPA project. No Photostat job or any other printing job will be done through these printers. Multifunction printers shall be installed in Server room of concerned police station, whereas Duplex printer shall be installed with Computer used by Duty Officer. Under No circumstances these printers should be shifted to any other location within police station or out of police station building. The cartridges of these printers will not be got refilled/exchanged from the local market at police station level. The printer cartridge (toner) supplied with printer will be only replaced through computer section.

3) **SITE MAINTENANCE :-**

i) In each Police Station a server room with Air Conditioner has been provided. Operators posted in Police Stations are fully responsible for the proper upkeep of this room.

ii) No unauthorized material will be kept/ stored in Server room under any circumstances.

iii) This room is exclusively for CIPA & CCIS server and for use by computer operators only and no unauthorized official will sit idle inside the room.
iv) Infrastructure provided with computers i.e. Tables, Chairs will not be shifted to any place in the police station or outside without the written orders of the competent authority.

4) ELECTRICAL MAINTENANCE :-

i) On each location where computers are installed and have been provided uninterrupted power supply through UPS. These points are having limited load of electricity which will be used for computers peripherals only. Under no circumstances, computer operator/staff will install any electrical gadgets in the computer room such as mobile chargers, heater, additional fans etc. For any lapse on this account the computer operators/concerned staff will be held responsible.

ii) After shutting down the system the operator/concerned staff will ensure that all the electrical points are properly switched off.

iii) In case of a regular fluctuation in the power supply the operator will switch off the main supply button (Input electricity supply) to UPS and immediately lodge a complaint with the electricity Complaint Office in their respective area.

5) TECHNICAL SUPERVISION :-

For the technical reasons, the computer operators/concerned staff will inform the authorized person at computer section, Police Headquarter, Sector-9, Chandigarh via telephone no. 2741244 & 2261.

6) USE OF 2 MBPS DATA CIRCUIT CONNECTIVITY:-

i) 2 Mbps lease line network has been provided in each police station for transfer of Data as well as recording of CCTV cameras installed in police stations. These lease line from police station are directly connected with the modem and router at police headquarters.

ii) SHO's/Computer Operators will ensure that modem and router installed in server room should remain 'ON' for 24 hours. Computer Operators will check the equipment daily to ensure that the connectivity from police station to police headquarters is OK. If there is problem in connectivity they must immediately inform the computer section about it.
7) **DATA ENTRY:**

CIPA software is having different modules to enter the data i.e.

i) Daily Station Diary, ii) Registration, iii) Investigation, iv) Prosecution, 
v) Information, vi) PCR Calls and vii) Daily Duty Roaster

The following officials/officers are responsible to make the data entry through respective Modules:

<table>
<thead>
<tr>
<th>Module</th>
<th>Responsible Official</th>
</tr>
</thead>
<tbody>
<tr>
<td>i) Daily Station Diary</td>
<td>A/MHC (Duty Officer)</td>
</tr>
<tr>
<td>ii) Registration</td>
<td>MHC</td>
</tr>
<tr>
<td>iii) Investigation</td>
<td>I/O</td>
</tr>
<tr>
<td>iv) Prosecution</td>
<td>MHC by collecting information from Court Pervi officer/ Naib Court</td>
</tr>
<tr>
<td>v) Information</td>
<td>MHC</td>
</tr>
<tr>
<td>vi) State Specific (PCR Calls)</td>
<td>A/MHC by collecting information from Wireless Operator</td>
</tr>
<tr>
<td>vii) Duty Roaster</td>
<td>A/C of MHC Staff</td>
</tr>
</tbody>
</table>

In future, if any amendment in the CIPA software is made by the NIC, police station staff will be informed accordingly.

Preparation of different diaries and other routine work of police station will be done by MHC Staff on computer installed in MHC room. Computer Operators in police station are posted exclusively for CIPA and CCIS work. They are also responsible for proper functioning of computer system installed at police stations.

The SHOs will be responsible to check that proper data entry under CIPA project is being done by officials of their respective police stations.

Whenever a case is registered in a Police Station by other units or a case is transferred to other unit/agency for investigation, the I/O of that case will be responsible to update the entries in the respective Police Station, while Computer Operators will extend full help in making data entry. Incharge of Special Investigation agencies i.e. EOW, W&CSU, SCIC, Crime Branch and CBO Cell will ensure that proper data entry of the cases is being done by their I/Os in the respective police stations.
8) **SECURITY OF DATA:**

i) The database of the CIPA software is very valuable and all precautions should be taken to keep/store this data.

ii) Computer Operators/concerned staff using this Software in Police Stations will not disclose the password to any unauthorized person to ensure that an unauthorized person does not access the database or make any modifications in the data.

iii) Computer Operators should firstly switch on the 2nd server and check the connectivity with headquarters and after checking connectivity, 1st server will be switched on for continuous processing of data backup through slony software.

iv) Computer Operators posted in police stations as well as officials authorized at police headquarter will take regular backup of the data for which procedure has already been laid down.

v) No outsider or unauthorized person will be permitted to insert any portable device i.e. Pen drive, CD, External Hard Disk Drive etc. into the computers.

9) **FIRE PREVENTION:**

i) No heater or other electrical appliances will be used in the computer room.

ii) No inflammable article will be kept/stored in the computer room.

iii) In case of electricity failure during night hours candles will not be used near computer.

iv) All other preventive measures should be taken by Computer Operators to avoid breakout of fire in the computer room.
10) **RESPONSIBILITY OF COMPUTER OPERATORS:**

The two Computer Operators posted in each police station will work in two shifts and they will update the data entry in CCIS as well as CIPA application. There are 6 computers installed in each police station and computer operators will be fully responsible for proper upkeep of the hardware and also assist the I/Os in making data entries through CIPA software.

11) **TRAINING:**

The Computer Section, Police Headquarters has organized number of training programmes for upgrading the skills of police station staff from time to time, further a computer lab is being established in Recruit Training Centre, Police Lines, Sector 26, Chandigarh for computer training to recruits as well as other police personnel to make them familiar with computer basics and CIPA software etc from time to time.

Inspector General of Police
UT, Chandigarh
Annexure ‘A’

**Computer Hardware**
- 5 Computers
- Make: HCL, (IBM for P.S. 11)
- Model: LX Infinite Pro BL1230
- Motherboard: Intel P-IV, 3.6 GHz processor
- Intel 945G Chipset
- 2X256 MB DDR RAM
- 160 GB SATA Hard Drive
- DVD ROM/DVD Writer
- 43 cm. (17) HCL Monitor
- 1.44 MB FDD

**Printer**
1. HP-3052, (3055 for P.S. 11)
2. HP-2015DN, (1320 for P.S. 11)

**Modem**
- TELLABS (provided by BSNL)

**Router**
- Make: CISCO

**UPS**
- APC – 2 KVA On line UPS with 12 external batteries
- APC – 1 KVA On line UPS with 12 external batteries (P.S. 11)

**Furniture (Make Godrej)**
1. Computer Tables – 2
2. Computer Chairs – 2
Address & Telephone numbers of Vendors:

➢ Computer, Printers and Router:
  HCL Infosystems Ltd.
  SCO No. 66-67
  Sector 17A, Chandigarh
  Ph. 0172-2708088, 9876502501, 9876502502

➢ (For IBM Computer Systems installed in P.S. Sec. 11)
  Spectra Computech Pvt. Ltd.
  SCO No. 2923-24,
  Sector 22C, Chandigarh
  Ph. 0172-5025425, 5025426, 5025440

➢ UPS
  Essar Engineers
  SCO No. 29 FF, Sector 41D, Chandigarh
  Ph. 0172-2686860

➢ Modem (BSNL)
  Ph. 0172-2707213, 9463602255 (Parminder Singh, SDO)