eCourts MMP

Standard Operating Procedure for Vendors/ DIOs for Hardware/LAN Installation Completion

Under the eCourts Mission Mode project, numerous hardware and LAN purchase orders have been issued recently for installation work to be carried out at court complexes, both at the district and the taluka level court complexes. **This is to impress that successful implementation of the project at the district and the taluka level will require constant involvement and monitoring on part of the DIOs.**

In a meeting with eCourts vendor, present on 25th June, 2011, **DG NIC emphasized the involvement of DIOs, and suggested the following guidelines:**

Guidelines for reporting and sign off procedure for hardware/LAN installation completion is as follows-

1. Vendor shall provide the self attested **hardware/LAN installation completion checklist** (refer Annexure 1 & 2) along with the signed Installation report (IR) for every site to the State NIC Coordinator with a copy to the DIO/DIA.

2. DIO will crosscheck the **checklist** either himself/herself or depute DIA/SO/SA to the site for verification. He/she should **update the checklist with issues** encountered in next 4 working days, and sign the document.

3. This information shall be sent by the DIO to the State NIC Coordinator with a copy to the Vendor.

4. Vendor resolves all issues and submits the vendor-signed checklist to the State NIC Coordinator with a copy to the DIO.

5. When the State Coordinator/DIO has checked the issue resolution, he/she should ask the Vendor to give a schedule for sign-off.

6. The Vendor shall provide the schedule of his visit and if it is feasible the DIO may agree or give another suitable date, especially in case of LAN, as pentascan and OTDR testing may be required to be performed in presence of DIO/ DIA.

7. The IR report submitted by the Vendor will be signed by the DIO & Judiciary representative. The same may then be posted & e-mailed by the SO through the District Judge office to the State NIC Coordinator's Office, in case the Vendor is not available to collect the same.

Annexure 1: Hardware Installation Completion Verification Checklist

Hardware Installation Verification Checklist			
	HC Name	**Date:_____**	
	District		
	Court Complex Name, Address		
#	**Condition**	**Installation Status (Complete/ Checked and Repacked) (To be filled by the Vendor)**	**Remarks on the vendor status (To be filled by the DIO/ DIA/ SO/ SA)**
	PO Numbers		
1	**All hardware materials delivered as per PO nos #**		
2	**Server**		
2.1	Linux OS Installed		
2.2	IP Configured		
2.3	Server able to ping the thin / slim clients (subject to pre installation of LAN)		
2.4	OS Media kit delivered, upgradation will automatically be done on the Novell website		
2.5	MySQL, PHP and Apache webserver installed on server		
3	**Desktops**		
3.1	Installed		
3.2	OS Installed and desktop media provided along with subscription		
3.3	Able to connect to local printer and print files		
3.4	PHP and Apache webserver to be installed on desktop		
3.5	IP configured		
4	**Thin Clients**		
4.1	Installed		
4.2	IP configured		
4.3	Able to access files on server		
5	**Scanner**		
5.1	Able to scan a test document and save it in pdf format		
6	**Projector**		
6.1	Installed and found working		
7	**UPS**		
7.1	UPS Installed and working in offline mode		
7.2	UPS providing satisfactory batterry backup		
8	**Printer**		
8.1	Connect Printer with thin client and directly print the word file saved locally		
8.2	Check Test Printing of files from Slim Client . Check the Clarity of test document		
9	**Serial No. of machines in IR and actual should match**		
	Vendor representative (work completion)		DIO/ DIA/ SO/ SA Sign off (work completion)
	Dated		Dated
	Vendor representative (issue resolution)		
	Dated		

Annexure 2: LAN Installation Completion Verification Checklist

LAN Installation Verification Checklist			
	HC Name		**Date:_____**
	District		
	Court Complex Name, Address		
#	**Condition**	**Installation Status (Completed/ Incomplete) (To be filled by the Vendor)**	**Remarks on the vendor status (To be filled by the DIO/ DIA/ SO/ SA)**
	PO Number		
1	**UTP cable**		
1.1	No. of LAN nodes sanctioned as per PO		
1.2	No. of LAN I/Os installed		
1.3	UTP cable laid (Y/N)		
1.4	UTP Cable terminated with I/Os		
2	**Racks and Switches**		
2.1	All Racks installed and Jack Pannel connected with Cat6/ OFC cables		
2.2	No of switches ordered in PO		
2.3	All network racks/ switches are connected with electric power (if power points available)		
2.4	All switches installed, configured and connected with Cable		
2.5	Penta scan completed for no of nodes		
3	**If OFC ordered**		
3.1	OFC Cable laid		
3.2	Connected with switches		
3.3	OTDR Completed		
4	**Switches required (2960G 4 SFP / 3750G 4 SFP / 3750G 12 SFP), only if delivered by NICSI**		
4.1	If Yes, Received by District Court or Not		
5	**Testing of LAN**		
5.1	Two nodes connected with two laptops in the same switch are pinging each other		
5.2	Two nodes connected with two laptops in different switchs are pinging each other		
	Vendor representative (work completion)		DIO/ DIA/ SO/ SA Sign off (work completion)
	Dated		**Dated**
			Note - Pls do not link HW sign off to LAN sign off.
	Vendor representative (issue resolution)		In case electrical points are not available, vendor will install using extension chords temporarily.
	Dated		