

**ಹುಬ್ಬಳ್ಳಿ ವಿದ್ಯುತ್ ಸರಬರಾಜು
ಕಂಪನಿ ನಿಯಮಿತ**

(ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಸ್ವಾಮ್ಯಕ್ಕೆ ಒಳಪಟ್ಟಿದೆ.)

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**HUBLI ELECTRICITY SUPPLY
COMPANY LIMITED**

[Wholly owned Govt. of Karnataka
undertaking]

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Sub: Guidelines for Use of IT Devices, Network and Software.

Preamble:

- It is observed by this office that, many Officers/Staff/DEO's of offices of HESCOM are not handling the IT Devices, Network and Softwares properly. As the result, which causing frequent hardware and software trouble and also reducing the life span of the IT devices.
- It is an Individual personal responsibility of one and all to safe guard and maintenance of the allotted IT hardware properly.
- Directions were issued regarding Cyber Security and Critical Information Infrastructure(CII) to all power utilities vide proceedings No.ENERGY/328/VSC /2019-EMC-ENERGY SECRETARIAT dated:5.11.2019 by energy Dept.
- KPTCL Proceedings regarding physical and cyber security meeting held on 6.11.2019.

Hence Order,

cys-4880 . 128 JAN 2020

No: HESCOM/SEE (IT&MT)/EEIT-1/AEEIT-1/AEIT-1/19-2020/

Date:

CIRCULAR

The following guidelines regarding Use of IT Devices, Network and Software are issued in the interest of the organization.

- Keep desktop computer in Lock/sleep mode when the same is not in use [press windows key + L for lock mode and Press Windows key + X, followed by U, then S to sleep mode].
- Properly turn off the Desktop Computers/Printers/UPS before leaving the office.
- Do not leave the UPS to discharge completely. Turn off the UPS before it discharge completely.

ನೋಂದಾಯಿತ ಕಛೇರಿ: ಕಂಪನಿ ಕಾರ್ಯಾಲಯ, ನವನಗರ, ಪಿ ಬಿ ರೋಡ್ ಹುಬ್ಬಳ್ಳಿ-580025, ಕರ್ನಾಟಕ

Registered Office: Corporate Office, Navanagar, P. B Road, Hubballi-580025, Karnataka

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4. If UPS is discharged completely, than do not switch on the Desktop computers/printers which are attached with the UPS. Fully Charge the UPS and then switch on the attached devices.
5. Keep your work place, electronic devices such as Desktop Computers/Printers/UPS neat and clean. If found dust and dirt call housekeeping staff to clean the same.
6. Most of the time it has been observed that Desktop Computers Power cables, Moues wires and keyboard wires were bitten by rats Hence, please do not keep eatable items at the workstation since it attracts the rats.
7. Do not try to remove the struck/jammed paper inside the printer immediately. Wait for few minutes for printer head to cool and then gently remove the jammed paper. Removing struck/jammed paper immediately or during when printer roller is hot will damage the printers Teflon Sleeve.
8. Do not hit/ruin the Desktop Computers/Printers/UPS when the same are not functioning properly. Inform the System/Network Maintenance operator for rectify/troubleshoot the same.
9. Do not shift the desktop computer/printers/UPS/LAN Network on your own. If there is necessity then Inform to IT Section and take prior approval from the competent authority.
10. Do not try to delete, format or make changes to originally installed Operating System, M S offices and any other licensed software's installed in the desktop computer. If there is necessity then Inform to IT Section and take prior approval from the competent authority.
11. Only critical software's such as Acrobat Reader, Anti-virus, Nudi, M S office etc. to be installed and other unauthorized software's to be removed/uninstalled. If there is there is necessity of any other software then Inform to IT Section for installation.
12. Desktops shall normally be used only for transacting government work. Users shall exercise their own good judgment and discretion towards use of desktop devices for personal use to the minimum extent possible.
13. Users shall ensure that updated virus-scanning software is running in all systems. Users shall exercise due caution when opening e-mail attachments received from unknown senders as they may contain viruses, e-mail bombs, or Trojan horse code.

14. If users suspect that their computer has been infected with a virus (e.g. it might have become erratic or slow in response), it should be reported to the System/Network Maintenance operator and escalation metrics.
15. Users shall not copy or install any software on their own on their desktop systems, including privately owned shareware and freeware without the approval of the competent authority.
16. Users shall use only the media issued by the organization for all official work. The user shall be responsible for the safe custody of devices and contents stored in the devices which are in their possession.
17. Perform regular backups of important data.
18. Close windows containing pop-up ads or unexpected warnings by clicking on the "X" button in the upper most right hand corner of that window, not by clicking within the window.


**Superintending Engineer (Ele),
IT & MT, Corporate office, HESCOM**

Copy for Information and further needful:

- 1) The Chief Engineer (Ele), O & M Zone, HESCOM, Hubballi/Belgaum.
- 2) The General Manager (A & HRD), Corporate Office, HESCOM, Hubballi.
- 3) The General Manager (Tech), Corporate Office, HESCOM, Hubballi.
- 4) The Superintending Engineer (Elec), T & P/PMC Section, Corporate Office, HESCOM, Hubballi.
- 5) The Superintending Engineer (Ele), O & M Circle, HESCOM, Hubballi/ Belgaum/Chikkodi/Bagalkote/Sirsi/Vijayapura/Haveri.
- 6) The Controller of Accounts (A & R), Corporate Office, HESCOM, Hubballi.
- 7) All the Executive Engineer(Ele), O & M Divisions, HESCOM.
- 8) The Executive Engineer(Ele) Projctcs-1/2/Tendering/ Procurement/ IT/ Planning /RA/ DSM/R&D/HRD Section, Corporate Office, HESCOM, Hubballi
- 9) The DCA Accounts/Revenue/Finance, Corporate Office, HESCOM, Hubballi
- 10) The Accounts Officers, Legal/RA/IM Section, Corporate Office, HESCOM.
- 11) All the Accounts Officers, O & M Divisions, HESCOM.
- 12) All Assistant Executive Engineers, O & M Sub Divisions, HESCOM.
- 13) PS to MD/DT/CFO/FA(IA), to place before MD/DT/CFO/FA(IA), HESCOM for kind notice.
- 14) All Store Officers, O & M Divisions, HESCOM.
- 15) All Section Officers, O & M Sections, HESCOM.
- 16) All Store Keepers, O & M divisions, HESCOM
- 17) MF.

