MANIPUR GAZETTE

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GOVERNMENT OF MANIPUR
SECRETARIAT: GENERAL ADMINISTRATION DEPARTMENT

NOTIFICATION

Imphal, the 15th October, 2020

No. Str-206/1/2020-GAD-GAD/A: Whereas, to encourage the State Government employees to work remotely during the travel & tour or work from home during possible pandemic like situation, the Government is considering providing minimum IT infrastructure to allow the Government employee to perform their duties. Towards this, a policy is being devised to provide laptops to all the State Government employees including District Officers, etc.:

2. Whereas, the objective of this policy is to ensure proper access to and usage of Government's IT resources and prevent their misuse by the users. Use of resources provided by Government of Manipur implies the user's agreement to be governed by this policy:

3. Now, the Governor of Manipur is pleased to formulate and adopt a "Laptop Policy 2020" as per annexure to the notification;

4. The Laptop Policy 2020, shall come into force with effect from 15th October, 2020.

ASEM RANGINA CHANU,
Under Secretary,
General Administration Department,
Government of Manipur.

1. Introduction

1.1 The Government aims to provide laptop, tablet, notepad, ultrabook, note-book, net-book or devices of similar categories to its employees to enhance their efficiency and productivity. These resources are meant as tools to access and process information related to their areas of work. These resources will help Government officials to remain well informed and carry out their functions in an efficient and effective manner. Further, this will encourage the Govern-ment Official to work remotely during travel and tour or work from home during possible pandemic like situation.

1.2 For the purpose of this policy, laptop, tablet, notepad, ultrabook, notebook, net-book or devices of similar categories shall be refer to a "laptop".

1.3 Misuse of these resources can result in unwanted risk and liabilities for the Government. It is, therefore, expected that these resources are used primarily for Government related purposes and in a lawful and ethical manner.

2. Scope

This policy will governs the usage of Laptop from an end-user's perspec-tive.This policy is applicable to all Officers of Government of Manipur defined at sub section 4.1. However, there may be many schemes (especially CSS) imple-mented by Districts and Directorate, which may have IT components. In such case, purchase of Laptop could also be done by Districts and Directorate based on the specific requirement of project and Scheme from the IT component.

3. Objective

The objective of this policy is to ensure proper access to and usage of Govern-ment's IT resources and prevent their misuse by the users. Use of resources provided by Government of Manipur implies the user's agreement to be gov-erned by this policy.

4. Implementation of the Policy.

The Department of Information Technology, Government of Manipur shall be owner of this policy and shall provide all the technical clearance and guidance

to the implementation of this policy. The Department of General Administration Department (GAD), Government of Manipur shall be responsible for procurement, distribution, operation & maintenance and stocking keeping of the laptop. For the purpose of this policy, General Administration Department (GAD), Government of Manipur shall be refer to as the "Implementing Department".

A State level apex committee shall be constituted for the implementation of the policy under the chairmanship of Chief Secretary, Government of Manipur with the following members:

1	Chief Secretary, Government of Manipur	Chairman
2	Administrative Secretary, GAD, Government of Manipur	Member
3	Administrative Secretary, IT, Government of Manipur	Member
4	Administrative Secretary, Finance, Government of Manipur	Member
5	Administrative Secretary,Law, Government of Manipur	Member
6	SIO, NIC, Manipur State Unit	Member
7	Director, IT, Manipur	Convener

5. Guiding Policy

5.1 In view of above, the following officers of the Government of Manipur shall be issued laptop or similar device to exercise their duties.

Sl. no	Place of Posting	Designation eligible
1	Secretariat	Officer in the rank of Under Secretary and above.
2	District	Officer in the rank of Sub-deputy Collector and above.
3	Department/Directorate	Officer in the rank of Deputy Director and above.

5.2 The issue of laptop shall, however, be subject to the following conditions:

(i) Cost of device: The Cost of device including Standard software**should follow the following slab based on rank of officer.

Sl. no	Place of Posting	Price Slab (Rupees)	Designation
	Minister/ Secretariat	No limit	Minister and Chief Secretary
1	Secretariat	Upto 1.5 lakhs	Additional Chief Secretary to Principal Secretary
2	Secretariat	Upto 1 lakh	Officer in the rank of Commissioner to Secretary
2	Secretariat /District/ Department/Directorate	Upto 80,000	1. Officer in the rank of Special Secretary to Under Secretary 2. District Collector/ SDO/BDO/SDC 3. Director/Additional Director/Joint Director/Deputy Director.

Note:

a. The price above should include Operating System, Antivirus software or MS-Office etc. that is essential for the running of device towards discharge of official functions/duties.
b. The price is inclusive of the applicable tax.
c. The specification of the laptop shall strictly comply the specification issued by Department of IT, Government of Manipur from time to time.

(ii) Purchase Procedures: All the purchase should be done through Government e-Market (GEM)/ following Finance Department norms by the General Administrative Department (GAD), Government of Manipur. GAD shall be the procuring authority of Secretariat only. For Districts and Directorate/Department, procurement should be done District/Directorate/Department from within the existing budget.

(i) Safety, Security & Maintenance of Device: The officer, who is given the device, shall be personally responsible for its safety and security as well as security of data/information, though the device shall continue to remain Government property. The officer concerned will be at liberty to get the device insured at his personal cost.

(iii)Retention/Replacement of device:

a) No new device may be sanctioned to an officer, who has already been allotted a device up to five years. Any further issue of laptop in case of loss/damage beyond repairs within the prescribed period, should be considered only after the cost is recovered from the officer based on the book value after deducting the depreciation.

b) For the purpose of calculation of the book value, a depreciation of 25% per year, on straight line method, be adopted.

c) Post the completion of five years of usage, the officer shall retain the issued device.

(iv) Conditions at the time of transfer, Superannuation etc.:

a) In case where, at the time of purchase of device if the residual service of the officer is less than 5 years or in case the officer is transferred/de-

puted within or outside the State but with residual service of less than 5 years or the officer leaves the Government Service within 5 years of purchase of such device, the officer concerned will have the option of retaining the device by paying the amount after deducting the depreciation.

6. General Laptop Rules

Office are responsible for protecting the laptop from loss or theft and for protecting the information it contains. These rules are provided to assist in assuring that the laptop is secure at all times.

General Rules

a) The laptop must be power off whenever it is not in use. Laptop must not be carried in suspend or hibernation mode.
b) Use must use laptop in lock-down cable systems whenever possible.
c) Personal use of the laptop, equipment and accessories is prohibited .
d) User should never store passwords with your laptop or in its carrying case.
e) Other forms of user authentication should be kept separate from the laptop at all times.
f) User should travel without the laptop if it is not needed.
g) Since the laptop's keyboard and touch pad are permanently attached to the rest of the system, make sure that the hands are clean before using them. Because hand lotion is a major contributing factor to dirt and dust, user must ensure that hands are free from lotion before using the computer. It is costly to change a laptop keyboard and/or touchpad that has been damaged by excessive dirt.
h) User should not place drinks or food in close proximity to your laptop while at the Office.

i) When away from the desk, user should leave laptop in locked / "log in required" protection status.

j) Laptops should be taken home at night or secured out of sight in a locked drawer, cabinet, or locked overhead compartment of the desk.

k) Extreme temperatures can damage a laptop.

l) If a laptop is left in an unattended vehicle for a short period of time, it should be kept in the trunk of the car. A visible laptop is a target. This should also apply to the user's daily commute.

m) The User should secure the laptop in the room safely. If a room safe is too small or unavailable, laptop should be locked in the travel luggage.

n) While travelling by Air, the carry case and peripherals, such as a mouse and a charger, shall be kept in the travel luggage

o) Users shall keep the Government issued devices with them at all times or store them in a secured location when not in use. User should not leave the devices unattended in public locations (e.g. airport lounges, meeting rooms, restaurants, etc.).

p) User shall ensure that the portable devices are password protected and auto lockout enabled. The password used should be as strong as the device may support and should be as per the password policy available in "Password Policy".

q) The concerned nodal officer of the organisation shall ensure that the latest operating system, anti-virus and application patches are available on all the devices, in coordination with the User. Firewalls shall be enabled, if possible.

r) Data transmissions from devices to the services on the Government network shall be over an encrypted channel.

6.2 Use of software on Desktop systems

a) Users shall not copy or install any software on their own on their laptop systems, including privately owned shareware and freeware without the approval of the competent authority.

s) A list of allowed software shall be made available. Apart from the Software mentioned in the list, no other software will be installed on the client systems.

6.3 Sharing of data

Users shall not share their account(s), passwords, security tokens (i.e. smart card), Personal Identification Numbers (PIN), digital signatures certificate or similar information or devices which is used for identification and authorisation purposes.

6.4 Use of network printers and scanners

a) User shall use a strong administrator password on the device to help defend against attacks and to prevent re-configuration by an unauthorised user.
t) Where the device supports Access Control Lists (ACLs), the devices shall be configured to block all traffic from outside the Organisation's IP range.
u) FTP and telnet server on the printer shall be disabled.
v) User shall disable any protocol or service not required.

6.5 Use of External storage media by a visitor

a) Competent authority shall ensure that process is in place that visitors to an organisation shall not be allowed to carry any portable media without permission.
b) If it is necessary to allow the visitor to use a USB memory device for any reason, it shall be used only on designated systems meant for presentation purpose. Under nn Page 7 of 9 F. No. 2(22)/2013-EG-II Ministry of Communication & Information Technology Department of Electronics & Information Technology, the circumstances the USB device belonging to visitors shall be mounted on systems that are connected and belong to the Government network.

6.6 Issuing External storage devices

Authority issuing storage device shall adhere to the following:

a) Competent Authority of an organisation shall ensure that process is in place to maintain records for procurement, issue, return, movement and destruction of the storage devices
w) All obsolete USB devices shall be physically destroyed to avoid misuse.

x) Self-certification for verification of USB devices by individuals at regular intervals of 6 months shall be carried out by issuing authority to ensure that devices issued to them are under their safe custody.

7. E-mail Access from the Government Network

a) Users shall refrain from using private e-mail servers from Government network.

y) E-mail service authorised by the Government and implemented by the Government shall only be used for all official correspondence. For personal correspondence, users may use the name-based e-mail id assigned to them on the Government authorised e-mail Service.

z) More details in this regard are provided in the "E-mail Policy of Government of India".

8. Access to Social Media Sites from Government Network

7.1 Use of social networking sites by Government organizations is governed by "Framework and Guidelines for use of Social Media [11] for Government Organizations" available at http://deity.gov.in.

7.2 User shall comply with all the applicable provisions under the IT Act 2000, while posting any data pertaining to the Government on social networking sites.

7.3 User shall adhere to the "Terms of Use" of the relevant social media platform/website, as well as copyright, privacy, defamation, contempt of court, discrimination, harassment and other applicable laws.

7.4 User shall report any suspicious incident as soon as possible to the competent authority.

7.5 User shall always use high security settings on social networking sites. F. No. 2(22)/2013-EG-II Ministry of Communication & Information Technology Department of Electronics & Information Technology Page 7 of 12

7.6 User shall not post any material that is offensive, threatening, obscene, infringes copyright, defamatory, hateful, harassing, bullying, discriminatory, racist, sexist, or is otherwise unlawful.

7.7 User shall not disclose or use any confidential information obtained in their capacity as an employee/contractor of the organisation.

7.8 User shall not make any comment or post any material that might otherwise cause damage to the organisation's reputation.

9. Responsibility of Issuing Government Department.

9.1. Policy Compliance

a. All user organisations shall implement appropriate controls to ensure compliance with this policy by their users. Implementing Department shall provide necessary support in this regard.
b. A periodic reporting mechanism to ensure the compliance of this policy shall be established by the competent authority of the organisation.
c. Nodal Officer of the user organisation shall ensure resolution of all incidents related to the security aspects of this policy by their users. Implementing Department shall provide the requisite support in this regard.
d. Competent Authority of the user organisation shall ensure that training and awareness programs on use of IT resources are organised at regular intervals. Implementing Department shall provide the required support in this regard.
e. User Department shall not install any network/security device on the network without consultation of the competent authority.

9.2. Policy Dissemination

a. Competent Authority of the user organisation should ensure proper dissemination of this policy.
f. Competent Authority may use newsletters, banners, bulletin boards etc. to facilitate increased awareness about this policy amongst the users.
g. Orientation programs for new recruits shall include a session on this policy.

10. Security Incident Management Process

a) A security incident is defined as any adverse event that can impact the availability, integrity, confidentiality and authority of Government data.
aa) Implementing Department reserves the right to deactivate/remove any device from the network if it is deemed as a threat and can lead to a compromise of a system under intimation to the competent authority of that organisation.
bb) Any security incident noticed must immediately be brought to the notice of the Indian Computer Emergency Response Team (ICERT) and the Implementing Department.

11. Scrutiny/Release of logs

a) Notwithstanding anything in the above clause, the disclosure of logs relating to or contained in any IT Resource, to Law Enforcement agencies and other organizations by the Implementing Department shall be done as per the IT Act 2000 and other applicable laws.

cc) Implementing Department shall neither accept nor act on the request from any other organization, save as provided in this clause, for scrutiny or release of logs.

dd) Intellectual Property Material accessible through the Implementing Department's network and resources may be subject to protection under privacy, publicity, or other personal rights and intellectual property rights, including but not limited to, copyrights and laws protecting patents, trademarks, trade secrets or other proprietary information. Users shall not use the Government network and resources in any manner that would infringe, dilute, misappropriate, or otherwise violate any such rights.

12. Enforcement

a) This policy is applicable to all employees of State Government as specified in this document. It is mandatory for all users to adhere to the provisions of this policy.

ee) Each User department shall be responsible for ensuring compliance with the provisions of this policy. The Implementing Department would provide necessary technical assistance to the organisations in this regard.

13. Deactivation

A. In case of any threat to security of the Government systems or network from the resources being used by a user, the resources being used may be deactivated immediately by the Implementing Department.

B. Subsequent to such deactivation, the concerned user and the competent authority of that department shall be informed. F. No. 2(22)/2013-EG-II Ministry of Communication & Information Technology Department of Electronics & Information Technology Page 10 of 1

C. Audit of Network Infrastructure shall be conducted periodically.

LAPTOP POLICY ACCEPTANCE FORM

I,....., understand that all laptop computers, equipment and accessories that .....has provided me are the property of..... I agree with, and will adhere to all of the aforementioned rules and guidelines. I understand that I am financially responsible for any damage to or loss of the laptop computer, equipment and accessories in the event I do not follow these rules. In case of damage or loss I will replace or pay the full cost of replacement of the damaged or lost equipment with equipment of equal value and functionality subject to the approval of ..... I will not install any additional software or change the configuration of the equipment in the any way. I will not allow any other individuals to use the laptop issued to me and/or the related equipment and accessories that have been provided to me by ..... I agree to adhere to all HIPPA guidelines regarding patient information. I agree to return the laptop and accessories in my possession immediately upon termination or in the alternative; may withhold the replacement cost of the laptop/accessories from my last paycheck. I will report damage or suspected problems immediately. I understand that a violation of the terms and conditions set out in the policy will result in the restriction and/or termination of my use of laptop computers, equipment and accessories and may result in further discipline up to and including termination of employment and/or other legal action.

Agreed to this _____ day of _____, 2020. _____

Place:

Name of the employee:

Designation:

Date of Issue:

Components Issued:

Reference

1. Office Memorandum F.No. 08(34)/2017-E.II(A) Ministry of Finance, Department of Expenditure
2. Guideline for use of IT Device, Government of India, F. No. 2(22)/2013-EG-II, Ministry of Communication & Information Technology

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