

LAN Guidelines for DIO

➤ DIOs Will ensure the following before signing the LAN installation Report

- ✓ The empanelled agency will follow the **Detailed Project report (DPR) for the cabling routing plan, labeling of the cabling infrastructure and the documentation of the cabling infrastructure for maintenance & handing over to the Court.**
- ✓ Performance testing of the laid UTP cable (**Pentascanner report**).
- ✓ Performance testing of laid Fibre Optic cable by **OTDR** for continuity, length & db loss.
- ✓ The LAN **IP addressing** will be carried out by the empanelled agency as per IP addressing scheme supplied by NIC HQRs. IF SWAN is in place IP addressing scheme will have to be obtained by the High court from the State SWAN implementing agency.
- ✓ The empanelled agency will also configure the client nodes for LAN.
- ✓ **All the switch & IP addressing scheme at clients need to be documented** for maintenance purposes by the empanelled agency.
- ✓ WAN will be implemented later. However WAN devices (Router, Modems) will be physically installed by the vendor.
- ✓ Vendor has to install/INTEGRATE the ordered items and will prepare **installation report for each District Court/Taluka Courts** as per the purchase order and get it signed by the concerned **In-charge Judge or his/her authorized person/nodal officer** and DIO of NIC or its representative.
- ✓ Based on these installation reports, the vendor will further prepare a **consolidated installation report** consisting of serial no. of each ordered and installed item, location of installation, date of installation, etc. Please refer to format attached below. **This consolidated installation report will be District-wise only.**

✓ The **consolidated installation report** will be duly signed with date and stamped by:

- The District & Session Judge / concerned Court Registrar / nodal officer identified by District Judge and
- The concerned District Informatics Officer(DIO) (in case DIO post is vacant or on leave District Informatics Assistant (DIA) of NIC / authorized NIC officer

Format for consolidated installation report At District Level:

CONSOLIDATED PROOF OF LAN INSTALLATION REPORTS AT DISTRICT COURT, (NAME)

		Purchase Order No :					Purchase Order Date : xx/xx/xxxx			
Sno	Court Complex Address	Item Name	Quantity Nos/Meters	Serial No. of the Item	Bill Number	Installation Certificate Number	Installation Certificate Date	Name of the Nodal Officer	Remarks	

All items have been delivered, installed & successfully integrated at each site as per the purchase order.

(District Judge/Court Registrar/Nodal Officer)

(DIO/DIA/NIC Officer)

(Vendor Representative)

(Sign & Stamp)

(Sign & Stamp)

(Sign & Stamp)

Please ensure that signatures are taken on each page of the consolidated report.

NOTE for DIO:

1. Verify the UTP Cable length mentioned in Installation report with Pentascan Report. He/she may get node wise length in excel sheet from the vendor.
2. Verify the Optical fiber length mentioned in Installation report with OTDR Report.
3. DIO must verify the Duct and Conduit length.

Vendor must submit the following documents site wise to DIO:

4. Copy of Detailed Project report (DPR) with the cabling routing plan, labeling of the cabling infrastructure.
5. Installed LAN Plan with node details on the Map / Floor plan.
6. Logical LAN diagram with L2 & L3 switch etc after installation.
7. Excel sheet of LAN node distance for measurement of duct and conduit.
8. All the switch & IP addressing scheme at clients need to be documented for maintenance purposes by the empanelled agency.
9. Copy of Pentascan and OTDR Report