

Government of Punjab
Department of Governance Reforms, Punjab
Plot no. 241, Industrial Area, Sector-8-b, Mohali

To,

1. All Administrative Secretaries
2. Deputy Commissioners

File no. DGR-PROC0COMP(GEM)/7/2017/6621-22 Dated - 14/12/2020

Subject: - Updated Specifications of IT hardware.

The Department of Governance Reforms & Public Grievances has finalized the general specifications for the IT hardware to be procured for State government offices. The item wise recommended details are as below:-

S.no	Officers/Officials	Item name	Specification will issue this year (2020)
1.	Officer	All in one/ Desktop/Laptop	Processor – intel i5 or AMD Ryzen Generation – 9 th or 10 th RAM – 8 GB Hard disk – 1 TB Operating System – Window 10 Professional (Factory Loaded) Chip set – Business Series OEM Warranty – 2 or 3 Years
2.	Officials	Desktop	Processor – Intel i5 or AMD Ryzen Generation – 9 th or 10 th RAM – 8 GB Hard disk – 1 TB Operating System – Window 10 Professional (Factory Loaded) Chip set – Business Series OEM Warranty – 2 or 3 Years
3.	Officer / Officials	UPS	Capacity of UPS – 600 VA
5.	Officer	Multi-functional Printer	Type of Machine – Multifunctional Machine Printer Technology – Laser Type of Printing – Mono Cartridge Technology – Composite Technology or Separate Drum and Toner (Mono Components) Minimum RAM Size – 128 MB or Higher Minimum print speed as per ISO/IEC 24734 in (A4) Size – 20 or Higher

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			Scanning feature availability – Yes Networking Feature Availability – Yes On Site OEM warranty – 2 Years or Higher
6.	Officials	Printer	Cartridge Technology – Ink Printing Technology – Ink Jet Type of Printing – Mono Paper Size – A4 Minimum print speed per Minute as per ISO/IEC 24 734 in (A4) Size - Mono - 15 PPM or Higher On Site OEM Warranty – 2 years or Higher
7.	One in Each Branch At central location where dak will be scanned (No's depending upon inward dak)	Scanner	Type - Integrated Sheet Fed & Flat Bed Scanning technology - CDD Daily Duty Cycle (Number of Pages) - 3000 Minimum Monochrome scan speed - 40 Minimum Colour Scan Speed – 40
8	Officer/Officials	Office	Open Office
9	Officer/ Officials	Free Antivirus (Trend Micro)	Installation steps are attached at Annexure " A"

You are requested to issue necessary instructions to the offices reporting to you to procure the required hardware through GeM Portal, keeping in mind the specifications recommended in the above table.


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 Parminder Pal Singh, PCS
 Director

Annexure "A"

Steps for Installing Trend Micro Antivirus: -

1. Open the URL <https://10.44.195.5/officescan>.
2. Click on the Installer Button present.
3. The new redirected page will be as follows. Click on "Download 32-bit Package Now" or "Download 64-bit Package Now" button (as your Operating System Installed).
4. After click on OS type setup will start download.
5. Then open downloaded setup file.
6. Now click on run to install setup file.
7. Then click on next & follow the steps.
8. After Installation Completion Restart system and Call on Following Number to add your system IP address in TrendMicro Antivirus Server.

PAWAN State Network Centre: - 0172-2920180

Also send your system IP address and Office Name/Department in Email: -

mail.support@punjab.gov.in


san1.snc.pawan@punjab.gov.in

seca1.snc.pawan@punjab.gov.in

nfe3.snc.pawan@punjab.gov.in

nfe4.snc.pawan@punjab.gov.in

9. After system restart, click on the right side of taskbar & choose Trend Micro Icon.
10. Then click on Update now option.


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