

GUIDELINES REGARDING ROLES & RESPONSIBILITIES OF DISTRICTS, COMMISSIONERATES IN CCTNS PROJECT IMPLEMENTATION PHASE IN WEST BENGAL

SITE SURVEY

1. Teams of System Integrator will visit each and every CCTNS site throughout West Bengal for conducting Site Survey.
2. During this Inspection parameters like existing electrical points, earthing, location where the computers will be located would be identified & decided.
3. System Integrator will use a prescribed **Site Inspection Form**. This Form has already been shared with all units. Nodal Officers of districts to circulate this Form to all Resource Persons of CCTNS Units under their jurisdiction.
4. This Site Inspection form has to be countersigned by P.Ss level CCTNS resource person or the district level nodal person as applicable. This standard form has already been circulated to all units by CCTNS Project Cell WB.
5. The Site Inspection Schedule of the System Integrator will be circulated to concerned units shortly.
6. It shall be the responsibility of the District Mission Teams (DMTs) to ensure that no delay takes place with regard to site inspection by S.I. as per the site inspection schedule.
7. District Nodal Officer must immediately inform the units in-charge to identify the area or the place in which the hardware will be placed in every site.

8. When the Site Survey team of System Integrator visits the sites, the following points are to be considered: - During site survey the Site Survey Form will have to be filled up. The following points are to be noted.
- (a) The existing network, hubs, switches /routers of each site will be inspected.
 - (b) The places where the LAN & Electrical nodes are to be created are to be identified .
 - (c) A sketch of the cabling showing the proposed LAN & Electrical nodes will be drawn by SI's representative. This will have to be countersigned by CCTNS Resource Person of the Unit.
 - (d) It would be convenient if a copy of blue print of building/ site being inspected is available at the time of survey.
 - (e) During Site survey local BSNL & PWD (Civil & Electrical) personnel must be present. District Nodal Officer to ensure this.
9. One signed LAN Survey report may be retained in the file & another be handed over to the survey team. This Survey report is to be sent to District Nodal Officer. The District Nodal Officer shall forward to CCTNS Project Cell WB the Site Survey Report without delay.

SITE PREPARATION

1. System Integrator will do the Site Preparation Work before delivery of Hardware and Peripherals at each CCTNS site.
2. Each Police Station will get a 6 LAN nodes Implementation. These LAN nodes are to be located as per the guidelines as below. However, subject to the maximum of 2 nodes, they may be located as per local convenience. The CCTNS Resource Person shall ascertain the location of nodes as per convenience.
3. Each Police Station will get Four PC's with a 2 KVA UPS, One laser printer and one MFP printer under the project. [Excepting CIPA Phase – II PS's]
4. Generally one computer would be near the duty Officer, another computer with the Officer in charge of a police station, two more computers would be placed where I.Os would be working.
5. Each Police Station will also get 1 Switch to be located at Room where BSNL/WBSWAN link will be installed.
6. A 2 KVA UPS and Diesel Generator (DG Set). Would also be provided.
7. The Desktops, Printers & Switches will be supported by 2 KVA UPS back up power supply and DG Set. Under WB CCTNS Project, no other existing IT equipments can be connected to newly installed UPS Power points.
8. **All the units will be given a generator** set except 70 Police Stations in the State who would have Solar Power so District Mission Teams (DMTs) must brief all the units under their jurisdiction to **identify the place where the generator would be kept** and also a suitable place where heavy duty large scale UPS will be kept. List of PS's which will be getting Solar power back up will be sent shortly to the Units.

HARDWARE & PERIPHERALS

1. After completion of Site the System Integrator will deliver the Hardware and Peripherals at each Police Station and Higher offices of Districts/Units.
2. The suggested list of Hardware and Peripherals for Police Stations are as follows:

SL NO	OFFICERS	DESKTOPS	DUPLEX LASER PRINTER	MULTI-FUNCTION LASER (PRINT /SCAN /COPY)
1	OC	1	0	1
2	Investigation Officer	1	0	0
3	Investigation Officer	1	0	0
4	Duty Officer	1	1	0
		4	1	1

3. Separate CCTNS, Project WB Stock Register shall be maintained by each unit for all the Hardware & Peripherals supplied to a particular District.
4. The S.I. will be delivering all the hardware. At time of delivery the unit level CCTNS Resource Person must check the delivery challan & keep two copies of it. Both copies are to be sent to the District Nodal Officer.
5. When hardware delivery is completed in a District / Commissionerates. One copy of this delivery challan duly countersigned by the unit head and CCTNS Nodal Officer has to be sent to to CCTNS Project Cell, WB without delay.
6. The important aspect here is that all Resource Persons must be properly briefed regarding this delivery procedure so that no delay take place.
7. It is very important that **proper documentation and filing** is done by the District Mission Teams (DMTs) at all stages of CCTNS Project implemented.
8. All hardware are subject to IT Audit by Office of CAG of India & Internal Audit of MHA. So DMT's must ensure proper documentation & proper use of hardware provided under CCTNS Project.

CAPACITY BUILDING

1. Training would essentially be of the following kinds-
 - a. Basics of IT/ Computer Operations- meant for all police personnel.
 - b. Training in CCTNS Core application software- meant for personnel working in units which will be part of the CCTNS network.
 - c. Change management workshops- essentially meant for senior officers of the rank of Addl. SP & above.
 - d. Training of Trainers programmes.
2. As a pilot project- already 11,000 personnel in the state have been trained in Basics of IT. This helped in understanding the challenges that the project is going to face in terms of training a huge number of personnel in a relatively short period of time.
3. In the Implementation Phase- 55,000 police personnel would be trained in the state in a combination of decentralized and centralized modes by the System Integrator.
4. For training purposes, police personnel have been divided into the following groups-
 - Group A- Officers of rank of Addl SP & above
 - Group-B- ASI to Dy. SP
 - Group C- Constables, Home Guards & Ministerial staff.
5. Training would be conducted by the System Integrator.
6. Training would be evaluated on a continuous basis by the SPMU. [Consultant]
7. Training would be conducted at the following places –
 - > District Computer Training Centres
 - > Computer Training Centres at 7 Police Training Units- Basics of IT Training,
 - > At police station level- training in CCTNS software- for this purpose every police station in the state would be provided a Hand holding expert for a duration of 6 months.
 - > Training of Group A level officers would take place at the State Level CCTNS Training Centre at SCRB WB & at Regional Police Computer Training Centre, Kolkata- through change management workshops, seminars, etc.
 - > Training of Trainers would be trained at State level CCTNS Training Centre at SCRB WB.

8. Initial training of the existing pool of all police personnel would be trained in a period of one year starting from April 2012. This would cover nearly 55,000 police personnel.
 9. District Mission Teams must immediately start building a training database of all personnel in their units.
 10. The Trainees should be prepared to attend the training sessions with official Photo ID card.
 11. Particular case to be taken that no trainee who has already attended CCTNS Basic IT Awareness, Training is re- sent for training. Unit heads shall be responsible for ensuring this
 12. Proforma of training database would be provided by CCTNS Project Cell WB.
 13. The following details are to be collected for this training database-
 - Rank of the personnel,
 - Name of the personnel,
 - GPF A/c no. for Constable & upwards,
 - Badge no. for constables,
 - Place of posting
- Whether the person has already undergone basic it training in the Training Pilot of CCTNS Project WB.
14. The DMT must earmark at least two personnel who would build and maintain this training database during the course of implementation of this project .
 15. This training database must be meticulously maintained & updated on a monthly basis and whenever a personnel is posted in or out of an unit.
 - The purpose of regular updation of the database is to ensure that no personnel is left out and/or no personnel is trained twice.
 - After initial compilation of the database, the monthly updated training personnel database has to be sent to CCTNS Project Cell WB under signature of the Head of the Unit.
 16. Also, in the database all units must enter the details of those personnel who have undergone training during the reporting period.
 17. CCTNS District Police Computer Training Centre to be made available to be System Integrator.