


POLICY: PROVISIONING OF TABLETS AT STATIONS FOR DFIS

1. **Introduction.** A need has been felt for provisioning of Tablets at Stations to enable the use of Dedicated Freight Information System (DFIS) Application by nominated Officials, even on the move, at each station. This has the potential to positively impact the functioning of the Operations Department.
2. **Policy.** One Tablet with specification as notified by IT/CO can be procured for using the DFIS application at each station.
3. **Applicability.** The policy is applicable for all stations of DFCCIL.
4. **Procurement.** Procurement of the Tablets, one per station, for use with DFIS, on stations will be undertaken by CGMs concerned based on Technical Specifications promulgated by the IT Department. Tablets will be provided at stations where computers have not been procured. For existing stations, tablets may be procured after codal life completion of existing computers.
5. **Accounting.** The details of Tablets procured, ie Make, Model, Serial No, station deployed at, and authorised user(s) will be communicated to the IT Department for keeping a track of the asset and its responsible usage.
6. **Authorisation for Use.** The Tablets are being provided for use on DFIS, a critical application for train operations in DFCCIL. Authorisation for access to/use of the Tablet by the approved/nominated employees should be provided by the Competent Authority in Operations Department, separately for each station. Once Desktop computers are replaced with tablets, DFIS should not be used on any other Computer.
7. **Warranty and Maintenance.** The procuring agency will be responsible for safe utilisation, custody and maintenance of the Tablet. Since the Tablet will be used on stations, it is suggested that Tablets from OEMs providing Enterprise support be procured with an on-site accidental warranty of one year, extendable to two years.
8. **Damage and Loss.** Cases of damage and loss of the tablet will be reported immediately to the concerned official in Operations Department and to the IT Department at Corporate Office. In case of loss FIR must be filed. In cases of damage beyond economic repair (repair cost > 25% of the tablet value) the cause of damage must be examined and attributability of the damage must be fixed.
9. **Repairs.** In case accidental Warranty is not availed, repairs upto 25% value of the Tablet can be permitted in a year on production of valid vouchers.
10. **Codal Life.** Codal life of the Tablet, given the conditions of its usage will be three years.

11. **Replacement Purchases.** All replacement purchases will be made only after expiry of the Codal Life. However, in cases of loss or damage, replacement Tablets can be procured with approval of the Competent Authority as per procedure detailed at Para 8 above.

12. **Review.** The policy will be reviewed every two years or on requirement basis.

13. **Issued** with approval of the Competent Authority and the policy comes into effect from the date of its issue.


15-12-23
(Pallavi Joshi)
GM/IT

All EDs

All GGMs/GMs, Dy CVO

All CGMs

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