

**Rc.No.D-X/4175/SCRB/2011-2**

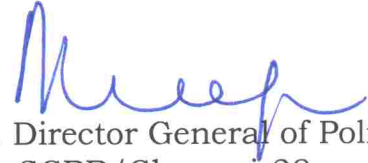
**Date: 25.02.2014**

**CIRCULAR MEMORANDUM**

Sub : CCTNS – Operation & Maintenance(O&M)- physical damages of assets and damages – e-Pen - Instructions issued – Reg.  
Ref : : This office memorandum in even number dated: 10.12.2013  
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Attention is invited to the reference cited.

2. It has been already informed that as per the contract signed with the System Integrator(NTL), the physical damages to hardware and damages by rodents are not covered in their scope of work under O&M for CCTNS project and requested to take up these repairs under local heads.
3. Again, it is reminded that any physical damage of infrastructure, repair due to rodent bite, problem in the EB supply etc. are to be rectified by the district/commissionerate by using the contingency fund as these are not covered under the scope of maintenance by NTL.
4. Hence, the SCRB detachment may be instructed to visit the concerned PS along with District Lead of NTL to examine the repair/damage and submit a report for taking further action.
5. Further, it is noticed that in many police stations the 'clip' of the electronic pen have been broken due to improper handling. NTL Company has agreed to replace these electronic pens wherever damaged in the first instance. Damage due to mishandling in the subsequent instances will not be considered for replacement by NTL. However, instructions may be issued to the police station staff to handle these items with due care and caution allowing a maximum of 5 A4 size papers while using the clip of the e-pen to hold the papers for better performance and longevity.
6. All SPs and COPs are requested to issue necessary instructions to all officers concerned in this regard.



Addl. Director General of Police,  
SCRB/Chennai-28.

To  
All Superintendents of Police (Including Railways)  
All Commissioners of Police (Except Chennai City)  
Addl. Commissioner of Police, Head Quarters, Chennai City

Copy to:- The Director General of Police, Chennai-4 for information please.  
All Range DIGs, and Zonal IGPs,