HIGH COURT OF TRIPURA
AGARTALA

No. F. 6(21)-HC/2022/12755 **Dated, Agartala, the 15th May, 2023**

O R D E R

The Hon'ble High Court has been pleased to approve the distribution of new **Laptops** (*Lenovo ThinkPad E14 Gen 2 Intel Core i5 14 Inch with 5 years OEM warranty*) & **Laser Printers** [Model : Canon LBP6230DN with 5 years warranty]to the following Trainee Judicial Officers (TJS Gr-III) of the State of Tripura **as new allotment**.

Sl. No	Name of the Judicial Officer	Laptop Serial No.	Printer Serial No.
1	Sri. Abhijit Deb	PF3P30QA	NTSA229470
2	Ms. Rupasree Deb	PF3NYJG4	NTSA229456

The Judicial Officers named above are directed to collect their new Laptops from the System Analyst, Computer Section of this Registry immediately.

The Officers are directed to install a good quality Antivirus Software (*with anti-malware, anti-ransomware and anti-exploit software*) in the Laptops and renew its license time to time. The Judicial Officers are also directed to follow the instructions of **Best Practices** at **Annexure-I** to maintain the optimum performance of the Laptops**.**

Sd/-
(**Vishwajeet Pandey**)
REGISTRAR GENERAL

No. F. 6(21)-HC/2022/12756-88 **Dated, Agartala, the 15th May, 2023**

Copy to:

1. Principal Secretary to Hon'ble the Chief Justice, High Court of Tripura, Agartala for kind apprisal of His Lordship;
2. Secretary attached to Hon'ble Mr. Justice T. Amarnath Goud, Judge, High Court of Tripura, for kind apprisal of His Lordship;
3. Secretary attached to Hon'ble Mr. Justice A. Lodh, Judge In-Charge, ICT including eCourts Project, High Court of Tripura, for kind apprisal of His Lordship;
4. **The Director, Tripura Judicial Academy**, Agartala for information. **He is requested to circulate this order to the concerned Trainee Judicial Officers for their information and necessary action;**
5. The LR & Secretary, Law, Government of Tripura, Agartala;

6. The District & Sessions Judges**,** Dhalai District, Ambassa/ North Tripura District, Dharmanagar/ Sepahijala District, Sonamura/ West Tripura District, Agartala/ Gomati District, Udaipur/ South Tripura District, Belonia/ Khowai District, Khowai / Unakoti District, Kailashahar for information;

7. The Registrar (Vigilance), High Court of Tripura, Agartala;

8. The Registrar (Judicial), High Court of Tripura, Agartala;

9. The Judges, Family Court, Khowai, Khowai District/ Udaipur, Gomati District/ Agartala, West Tripura District/ Kailashahar, Unakoti District/ Sonamura, Sepahijala District/ Ambassa, Dhalai District/ Dharmanagar, North Tripura District/ Belonia, South Tripura District for information;

10. The Member Secretary, Tripura State Legal Services Authority, Agartala for information.

11. The Secretary, High Court Legal Service Committee, High Court of Tripura, Agartala;

12. The Registrar (Admn., P & M), High Court of Tripura, Agartala;

13. The Joint Registrar, High Court of Tripura, Agartala;

14. The Deputy Registrar (Judicial), High Court of Tripura, Agartala;

15. The Deputy Registrar (Vigilance)-cum-CPC, High Court of Tripura, Agartala for information and necessary action;

16. The System Analyst, Computer Section, High Court of Tripura, Agartala. **He is directed to upload this Order in the official website of the High Court of Tripura. He is also directed to send this order by email to all concerned.**

17. **Sr. System Officer**, eCourts Services, High Court of Tripura for information**;**

18. **The Sr. Computer Assistant-II** for information**. He is directed to make necessary entries of these hardware items in the Inventory Management Software immediately.**

19. ORDER FILE.

Digitally signed by VISHWAJEET PANDEY
Date: 2023.05.15 17:34:22 +05'30'

REGISTRAR GENERAL

Annexure-I

HIGH COURT OF TRIPURA
AGARTALA

BEST PRACTICES FOR OPTIMUM PERFORMANCE AND LONG LIFE OF LAPTOPS

1. Update your operating system, browsers, plugins and software to the latest version.

2. Remove unauthorized software (especially legacy programs).

3. Enable firewall and install suitable anti-malware, anti-ransomware, and anti-exploit software.

4. Configure regular system scans.

5. Disable unnecessary network ports and services.

6. If you're going to travel, remove any CDs, DVDs and thumb drives that might be in your laptop, and protect them properly. Also, turn the laptop off—don't simply put it in sleep or standby mode.

7. Extreme temperature or temperature swings can have an effect on a laptop. If you've just brought your laptop indoors from a very cold day, you shouldn't turn it on until it has had a chance to warm up and reach room temperature. That might take some time if it's been freezing outside.

8. A Laptop's screen is its most fragile and at-risk component, and it can be cracked and damaged easily. Clean it only with approved solutions or monitor wipes. Don't touch the screen with pens or any pointer that can scratch the surface.

9. You shouldn't put a laptop close to appliances that generate a strong magnetic field, such as televisions, large speakers and

even some high-tech refrigerators. You should even avoid putting your cell-phone on top of your laptop while both are on.

10. Keep the lid closed as often as you can, which helps to limit the amount of dust that can settle on the keyboard, saves battery life and prevents the keyboard from an accidental coffee spill—a leading cause of laptop damage.

11. Laptops can overheat more easily than a desktop computer can. You shouldn't set one on a blanket, pillow or other non-flat surface that could prevent sufficient ventilation.

12. Set up passwords for access to your laptop. Make sure not to use "password," "ABCD" or other simple passwords any thief could guess, in case it's ever stolen.

13. At least once a week you should backup your drive. If you're working on an important project, you can do this daily to ensure your files are securely stored. Backing up your data saves important files in the event of a hard drive failure or system crash.

14. You should periodically check in on the applications that automatically run at start-up. These applications can slow down your computer. From the Settings tab, you should be able to navigate to the Startup to control which applications run.

15. The display is one of the largest users of battery power. Save big on battery life by turning the brightness level down to the lowest comfortable level.

16. To save battery life, remove other devices like phones or headphones that are charging but not being used.

17. **Turn off Bluetooth**. If not using this feature, disable the feature to avoid draining the laptop battery.

18. **Shut down or hibernate the laptop rather than using standby**, if there are no plans to use the laptop for a while. Standby continues to drain energy to keep the laptop ready to go when the cover is opened.

19. Leaving a laptop plugged in not only consumes no small amount of electricity, but it also reduces the life span of the laptop's battery. Contrary to popular belief, laptop batteries will not overcharge. However, keeping the laptop constantly attached to power will mean that the battery's life span when not attached will get lower over time. The best practice would be to unplug a laptop's battery after it's fully charged, and only plug it back in after the power has gone below 50%.Don't leave it plugged in on charge overnight or in sleep mode.

20. For the longevity of the Laptop touchpad, it is recommended to use a mouse instead of the touchpad.