

Standard Operating Procedure (SOP)

1. At State Data Centre where there is one server the vendor responsible for O&M of the server shall create the FTP folders for all others RTDAS (SW& GW) vendors of the IA and provide access of such FTP folders and passwords to respective vendors so they may upload data.
2. FTP credentials shall be strong and confidential.
3. The Implementing agency should always be notified of any communication among the vendors. Critical communication should be sent to NPMU also.
4. No third-party software or applications are installed at SDC server. To visualise the data vendor may install software on Desktop/workstation.
5. The server has antivirus and a firewall installed.
6. In order to migrate all the telemetry data (as available in various ftp folders) to the WIMS Central server, the O&M vendor is responsible.
7. Ensure that only a limited number of ports are opened by the O&M vendor.
8. It is not permitted to use remote desktop or any other third-party software, such as Team Viewer, any desk, etc., to access the server from a distance.
9. The O&M vendor will provide the backup of the data to others concerned vendors with the consent of the Implementing Agency.
10. The O&M vendor will communicate the list of ftp, ports and any other data pertaining to server access to implementing agency.
11. Any modification in the communication protocol and change in RTDAS equipments i.e. sensor, data logger and INSAT transmitter shall be carried out with the due permission of implementing agency and the WIMS team shall also be informed accordingly.
12. On the WIMS, MIS or any other portal shared by the NHP or NWIC team, the implementing agency and vendor shall frequently review the station information, sensor setup, and data. Modification required (if any) shall be informed accordingly.
13. Any modification in the station metadata to be notified by the Implementing agency to the NWIC and NPMU.
14. The vendor for the RTDAS site is responsible for the sensor setup/Configurations and will notify the Implementing Agency, NHP and NWIC team of any modifications or updates.
15. Installed Station means: - The stations where all civil works have been finished, all site-related sensors have been installed and the data logger ID has been assigned.
16. The data as captured in WIMS & MIS will only be treated as the representative one. The mismatched (if any) be intimated to WIMS & MIS Team.