

HIGH COURT OF TRIPURA
AGARTALA

No. F. 4(37)-HC/Vol. II/2024/355

Dated, Agartala, the 08th January, 2025

ORDER

Hon'ble the High Court has been pleased to approve distribution of 25(Twenty-five) new Laptops (HP Elitebook 845 R7 P.No.-9T1C2AV) among the 09 (Nine) System Officers and 16 (Sixteen) System Assistants working in the High Court and District & Sub-Divisional Courts of Tripura as per **Annexure-I**.

The System Officers and System Assistants are accordingly directed to collect the Laptops from the Registry of the High Court at the earliest.

The System Officers and System Assistants are also directed to follow the instructions of Best Practices at **Annexure-II** to maintain the optimum performance of the Laptops.

Sd/-

(Vishwajeet Pandey)
Registrar General

No. F. 4(37)-HC/Vol. II/2024/356-71

Dated, Agartala, the 08th January, 2025

Copy to:

1. The Principal Secretary to Hon'ble the Chief Justice, High Court of Tripura, Agartala for kind appraisal of His Lordship.
2. The Secretary to Hon'ble Mr. Justice A.Lodh, Judge-in-Charge, ICT(including eCourts Project), High Court of Tripura for kind appraisal of His Lordship.
3. The District & Sessions Judge,
West Tripura District, Agartala/North Tripura District, Dharmanagar/ Sepahijala District, Sonamura/Unakoti District, Kailashahar/Gomati District, Udaipur/South Tripura District, Belonia/Khowai District, Khowai/Dhalai District, Ambassa for information.

4. The Dy. Registrar (Vig.)-cum-CPC, High Court of Tripura, Agartala for information and necessary action.
5. The System Analyst, Computer Section, High Court of Tripura, Agartala for information and with a direction to upload the notification in the official website of the High Court of Tripura.
6. The Sr. System Officer, Computer Section, High Court of Tripura for information and necessary action.
7. The Sr. Computer Assistant-II for information. He is also directed to make necessary entries of these hardware items in the Inventory Management Software immediately
8. Person(s) concerned.
9. Order File.

Digitally signed by VISHWAJEET PANDEY
Date: 2025.01.08 16:19:27 +05'30'

Registrar General

Annexure - I**HIGH COURT OF TRIPURA
AGARTALA**

Sl. No.	Name of the System Officers	Present Place of Posting	Serial No. of the New Laptops allotted
1	Shri. Saptarshi Paul	Ambassa	1N1449082B
2	Shri Suman Das	Belonia	1N1449089T
3	Shri. Subrata Paul	Dharmanagar	1N14490CXT
4	Shri. Bhupra Debbarma	Udaipur	1N14490D3K
5	Shri. Gouri Sankar Roy	Sonamura	1N14490D62
6	Shri. Mithun Das	High Court	1N14490D1H
7	Smt. Papia Das	Agartala	1N144908NS
8	Shri. Bubagra Jamatia	Kailashahar	1N14490C8F
9	Dr. Saptadip Saha	Khowai	1N144908QX

Sl. No.	Name of the System Assistant	Present Place of Posting	Serial No. of the New Laptops allotted
1	Shri. Debasish Chakraborty	Agartala	1N144908BP
2	Shri. Utpal Datta	Ambassa	1N1449078X
3	Shri. Arindam Chakraborty	Bishalgarh	1N144909QY
4	Shri. Chandan Das	Udaipur	1N14490D9F
5	Shri. Animesh Roy	High Court	1N144907DJ
6	Shri. Pijush Debnath	High Court (Tripura Judicial Academy on deputation)	1N14490D3P
7	Shri. Subhankar Singha	Khowai	1N144909NM
8	Shri. Joydeep Bhowmik	Kailashahar	1N14490CB7
9	Shri. Keshab Debnath	Agartala	1N144909YC
10	Shri. Bhabatosh Das	Amarpur	1N14490D9G

11	Shri. Kripankar Majumder	Belonia	1N144909Q3
12	Shri. Bidhata Sagar Debbarma	Sabroom	1N144907B4
13	Shri. Niresh Debbarma	Sonamura	1N14490C9P
14	Shri. Kamal Debbarma	Kanchanpur	1N14490D8S
15	Shri. Paritosh Das	Khowai	1N14490D32
16	Shri. Debojyoti Debnath	Dharmanagar	1N14490D8J

**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.