

कार्यालय- प्रधान जिला एवं सत्र न्यायाधीश, उज्जैन (म.प्र.)

29 MAY 2025

पृष्ठांकन कं. 5648/25

उज्जैन, दिनांक -

प्रतिलिपि -सिस्टम असिस्टेंट, आई.टी.असिस्टेंट, जिला न्यायालय उज्जैन एवं तहसील न्यायालय खाचरौद/बड़नगर/तराना/नागदा/महिदपुर की ओर-

माननीय उच्च न्यायालय, जबलपुर का पत्र कं. Reg(IT)(SA)2025/938, दिनांक 24.05.2025 की छायाप्रति ग्रीष्मकालीन अवकाश के दौरान समस्त कम्प्यूटर हार्डवेयर उपकरणों का भौतिक सत्यापन किये जाकर प्रभारी अधिकारी, कम्प्यूटर अनुविभाग के माध्यम से अग्रेषित टीप सहित रिपोर्ट प्रेषित किये जाने हेतु सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित।

संलग्न - उपरोक्तानुसार.


वास्ते- प्रधान जिला एवं सत्र न्यायाधीश,
उज्जैन जिला उज्जैन.



HIGH COURT OF MADHYA PRADESH

PRINCIPAL SEAT – JABALPUR

No. Reg(IT)(SA)/2025/ 938

Jabalpur, Dated:-24/05/2025

:: MEMO ::

To,

The Principal District and Sessions Judge,
All the District and Sessions Courts in the State of M.P.
District - _____

Sub: Regarding physical verification and preventive maintenance of computer hardware articles.

Ref: Guidelines for preventive maintenance of Computer hardware articles.

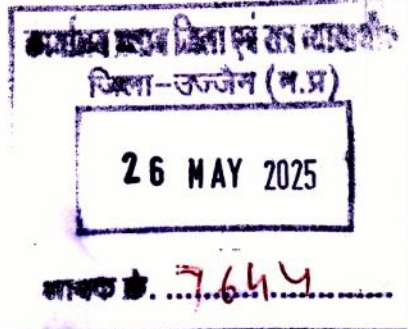
As directed, under the subject cited and with reference to above, it is to inform that Hon'ble Chief Justice vide order dated: 20.05.2025 has been pleased to direct the concerned officials to complete the preventive maintenance and physical verification of all the Computer Hardware installed in the District, Tehsil and Family Courts in the State of Madhya Pradesh from 26th May, 2025 to 15th June, 2025 and to submit the preventive maintenance reports latest by 05th July, 2025, without fail.

Therefore, please process the matter accordingly.

(F.H. QAZI)

SR. REGISTRAR (IT-SA)

Encl: As Above



JSA
C.D.
26.05.25
AS

GUIDELINES FOR PREVENTIVE MAINTENANCE

General cleaning Tips:

Below is a listing of general tips and guidelines that should be taken when cleaning any of the components or peripherals of a computer as well as tips to help keep a computer clean.

1. *Never spray or squirt any type of liquid onto any computer component. If a spray is needed, spray the liquid onto a cloth and then use that cloth to rub down the component.*
2. *Use a vacuum to suck up dirt, dust, or hair around their computer on the outside case and on their keyboards. However, do not use a vacuum for the inside of the computer as it generates a lot of static electricity that can damage the internal components of the computer.*
3. *When cleaning a component and/or the computer, turn it off before cleaning.*
4. *Never get any component inside the computer or any other circuit board damp or wet.*
5. *Be cautious when using any type of cleaning solvents; Try to always use water or a highly diluted solvent.*
6. *When cleaning, be careful not to accidentally adjust any knobs or controls. In addition, when cleaning the back of the computer, if anything is plugged in, make sure not to disconnect any of the plugs.*
7. *When cleaning fans, especially the smaller fans within a portable computer or laptop it's suggested that to hold the fan or place something in-between the fan blades to prevent it from spinning. Spraying compressed air into a fan or cleaning a fan with a vacuum may cause damage to some fans or in some cases cause back voltage.*
8. *Never eat or drink around the computer.*

Cleaning tools:

- **Cloth** - A cloth is the best tool used when rubbing down a component; although paper towels can be used with most hardware, it is recommended using a cloth when ever possible.

Caution: It is suggested to use a cloth when cleaning components such as the outside of the case, a drive, mouse, etc. Never use a cloth to clean any circuitry such as the RAM or motherboard.

- **Water or rubbing alcohol** - When moistening a cloth, it is best to use water or rubbing alcohol. Other solvents may be bad for the plastics used with the computer.
- **Portable Vacuum** - Sucking the dust, dirt, hair and other particles out of a computer can be one of the best methods of cleaning a computer. Over time, these items can restrict the airflow in a computer and cause circuitry to corrode. Do not use a standard vacuum as it can generate a lot of static electricity that can damage the computer.
- **Cotton swabs** - Cotton swabs moistened with rubbing alcohol or water are excellent tools for wiping hard to reach areas in keyboard, mouse, and other locations.
- **Foam swabs** - Whenever possible, it is better to use lint-free swabs such as foam swabs.

Case cleaning

Why? Keeps the appearance of the computer looking new? During cleaning, if ventilation locations are found, these can be cleaned helping the case keep a steady airflow to the computer, keeping components cool and in good working condition.

Procedure: The plastic case that houses the PC components can be cleaned with a lint-free cloth that has been slightly dampened with water. For stubborn stains, add a little household detergent to the cloth. It is recommended that never use a solvent cleaner on plastics.

Make sure all vents and air holes are hair and lint free by rubbing a cloth over the holes and vents. It is also helpful to take a vacuum around each of the hole, vents, and crevices on the computer. It is safe to use a standard vacuum when cleaning the outside vents of a computer; however, if need to clean the inside of the computer, use a portable battery powered vacuum to prevent static electricity.

CD-ROM or other disc drive cleaning

***Why?** A dirty CD-ROM drive or other disc drive can cause read errors with CD discs. These read errors could cause software installation issues or issues while running the program.*

Procedure: To clean the CD-ROM drive use CD-ROM cleaner. Using a CD-ROM cleaner should sufficiently clean the CD-ROM laser from dust, dirt, and hair.

In addition to cleaning the drive with a special disc designed to clean drives users can also use a cloth dampened with water to clean the tray that ejects from the drive. Make sure however that after the tray has been cleaned that it completely dry before putting the tray back into the drive.

CD / DVD cleaning

***Why?** Dirty CDs can cause read errors and/or cause CDs to not work at all.*

Procedure: Cleaning CDs and DVDs should be done with a cleaning kit but can also be done with a normal clean cotton cloth. When doing this with a clean cotton cloth, wipe against the tracks, starting from the middle of the CD or DVD and wiping towards the outer side. Never wipe with the tracks; doing so may put more scratches on the disc.

It is recommended when cleaning a CD that water is used. However, if the substance on a CD cannot be removed using water, pure alcohol can also be used.

Floppy drive cleaning

***Why?** Dirty read/write heads on the floppy drive can cause errors during the reading and/or writing process.*

Procedures: Open the floppy drive casing and physically swab the read/write heads with a lint-free foam swab soaked in pure alcohol. When performing these steps, be extremely careful when cleaning the heads to ensure that do not lock them out of

alignment causing the floppy drive to not work. To help prevent the heads from becoming out of alignment, use a dabbing motion lightly putting the swab on the head and removing it; do not perform a side-to-side motion with the swab.

Hard disk drive cleaning

Why? While hard drives cannot be cleaned physically, they can be cleaned with various utilities on the computer to help it run fast and more efficiently. Utilizing these utilities will prevent the hard drive from slowing down like de-fragmentation, disk cleanup and check disk.

Keyboard cleaning

Why? Dirt, dust, pins and hair can build up causing the keyboard to not function properly.

Procedure: clean the keyboard by turning it upside down and shaking. A more effective method is to use compressed air. Compressed air is pressurized air contained in a can with a very long nozzle. Simply aim the air between the keys and blow away all of the dust and debris that has gathered there. A vacuum cleaner can also be used, but make sure the keyboard doesn't have loose "pop off" keys that could possibly be sucked up by the vacuum.

Why? If the keyboard has anything spilt into it not taking the proper steps can cause the keyboard to be destroyed.

Procedure: Below are steps to help prevent a keyboard from becoming bad once a substance has been spilt within it.

If anything is spilt onto the keyboard turn the computer off immediately. Once the computer is turned off, quickly flip the keyboard over helping to prevent the substance from penetrating circuits. While the keyboard is upside down, shake the keyboard over a surface. While still upside down, use a cloth to help clean out what can be reached. After cleaned the keyboard to the best of ability leave the keyboard upside down for at least one night allowing it to dry.

LCD cleaning:

***Why?** Dirt, dust, and finger prints can cause the computer screen to be difficult to read.*

Procedure: Unlike a computer monitor, the LCD / flat-panel display is not made of glass, therefore requires special cleaning procedures.

When cleaning the LCD screen it is important to remember to not spray any liquids onto the LCD directly, press gently while cleaning, and do not use a paper towel as it may cause the LCD to become scratched.

To clean the LCD screen use a non-rugged microfiber cloth, soft cotton cloth, or Swiffer duster. If a dry cloth does not completely clean the screen, one can apply rubbing alcohol to the cloth and wipe the screen with the damp cloth. Rubbing alcohol is actually used to clean the LCD before it leaves the factory.

Monitor cleaning:

***Why?** Dirt, dust, and fingerprints can cause the computer screen to be difficult to read.*

Procedure: The glass monitor screen can be cleaned with ordinary household glass cleaner. Be sure to remove power from the monitor and spray the cleaner onto a lint free-cloth so the fluid doesn't leak into the electrical components inside the monitor. Vacuum off any dust that has settled on top of the monitor, and make sure no books or papers have been placed on the air vents. Obstructed monitor vents can cause the monitor to overheat or even catch on fire.

***Warning:** Using a cloth dampened with water when cleaning monitor on a screen that is not made of glass or has any type of anti-glare protection on the screen. Using ordinary household glass cleaner on special screens, especially cleaners with

ammonia can remove anti-glare protection and/or other special surfaces.

Motherboard cleaning

***Why?** Dust, moisture (humidity) and especially particles can build up and corrode circuitry causing various problems such as computer lockups*

Note: When inside the computer take the necessary ESD precautions (Short for Electrostatic Discharge, ESD is one of the few things an individual can do to damage or destroy his or her computer or hardware components. Much like the shock receive when rubbing feet on the carpet and touching something metal, ESD can occur when working in computer and will cause components touch to no longer work properly. ESD can occur without the user feeling a shock and will only occur while working on the inside of the computer or handling an expansion card.) and try to avoid unplugging any cables or other connections.

Procedure: It is recommended that when cleaning the motherboard from dust, dirt, or hair is to use compressed air. When using compressed air, hold it in the up-right position; otherwise, it is possible chemicals may come out of the container that could damage or corrode the Motherboard or other component within the computer. Also, ensure when using compressed air that always blow the dust or dirt away from the motherboard, or out of the case.

When using the vacuum it is vital that to stay a couple inches away from the motherboard and all other components to help prevent contact as well as to help prevent anything from being sucked into the vacuum. Ensure that do not remove any small components with the vacuum such as jumpers.

Tip: When cleaning the inside of the case also look at any fans and/or heat sinks. Dust, dirt, and hair collects around these components the most.

Printer cleaning

Why? Cleaning the outside of a printer can help keep the printer's appearance looking good; and in the case of a printer that is used by many different people, keep the printer clean of germs.

Procedure: First, make sure to turn off the printer before cleaning it. Dampen a cloth with water or rubbing alcohol and wipe the case and each of the buttons or knobs on the printer. As mentioned earlier, never spray any liquid directly onto the printer.

Why? With some printers it may be necessary to clean the inside of the printer to help keep the printer running smoothly.

Procedure: Because of numerous types of printers, different steps in cleaning printers and printer manufacturer policies on cleaning the inside of the printer.

Scanner cleaning

Why? Flatbed scanners commonly become dirty with dust, fingerprints, and hair. When a scanner is dirty, the images may have distortions or be distorted.

Procedure: Clean a flatbed scanner's surface by spraying a window cleaner onto a paper towel or cotton cloth and wipe the glass until clean. As mentioned earlier, never spray a liquid directly onto the component.

To clean the outside of the scanner, the same towel or cotton cloth can be used.

"LAPTOP COMPUTERS"

Cleaning laptop case

Cleaning the exterior portion of the laptop case can help keep the laptop looking new. The exterior case of a laptop can be cleaned by using a damp cotton cloth that has been dampened with water. It is not recommended that the exterior case of the laptop be cleaned with household cleaning solutions. However, if there is a substance on the laptop that cannot be cleaned with water, it is suggested to use rubbing alcohol.

Cleaning case openings

If dust, dirt, hair, or other substances are in the case openings, it can prevent air from getting into or out of the laptop. This can cause the overall heat of the laptop to increase, and in some cases may also cause such issues as random reboots. Look for laptop openings where the laptop draws in cool air from outside or blows out any hot air from the inside of the laptop. These openings are usually on one of the sides, the back, or the bottom of the laptop. Dust, dirt, hair, or other substances can almost always be removed easily using a cotton swab and/or compressed air.

Warning: If using compressed air to clean the openings that have fans within them, it's possible that the amount of air blown on the fans can cause them to over spin, damaging or destroying the fan. To help prevent this issue, place something in-between the fan blades, such as a toothpick.

Cleaning laptop keyboard

Like almost everything else on a laptop, a keyboard is also different from the standard computer keyboard. With many laptop keyboards the keys cannot be completely removed. Therefore, it is suggested cleaning the keyboard by using the same damp cloth used to clean the exterior case of the laptop. In addition, compressed air can be used to spray any dust, dirt, or hair from in-between the keys.

Cleaning laptop mouse (touchpad)

Cleaning the laptop touchpad can help improve the look of the laptop and also many times will help improve the responsiveness of the touchpad. To clean the touchpad surface, use the same damp cloth used to clean the exterior of the laptop.

CHECKLIST FOR PREVENTIVE MAINTENANCE OF COMPUTER

HARDWARE

Name of Section / Branch where the PM done/performed: _____

(A) Preventive maintenance steps to take with the computer and/or computer hardware.

Details of Machine / Computer System with Serial No.:

(Please Tick on the check box)

1. Cleaning the computer hardware. a. Remove dust from PC, drives, system board, and power supply . b. Inspect/reset all cards and connections. c. Inspect all cables. d. Check the hard drive for errors. e. Clean all drives (CD, etc.). f. Complete detailed exterior cleaning g. Removal of dust, food, staples, paper clips, etc from keyboard . h. Removal of inks, stickers, and tape residue. i. Monitor to be cleaned with soft cotton cloth.	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
1. Download the required drivers for hardware update / upgrade (if required).	☐
2. Verifying the latest virus protection updates on the computer (if required). 3. Running disk software utilities such as defrag and scandisk on the hard disk drive. 4. Deleting unused programs / unwanted or other files from the computer in increase the performance of the system.	☐ ☐ ☐

(B) The steps required for carrying out preventive maintenance of printers is as follows:

Details of Printer with Serial Number :

1. Remove toner/paper dust from the fuser assembly 2. Replace filter if necessary 3. Clean cooling fans, inspect bushing and fan axle 4. Thoroughly inspect and lubricate machine gears 5. Clean exterior cabinet, remove inks and tape residue	☐ ☐ ☐ ☐ ☐
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(C) The steps required for carrying out preventive maintenance of printers of UPS are as follows:

Details of UPS System with Serial Number :

- | | |
|---|--------------------------|
| 1. Visually inspect UPS physical condition. | ☐ |
| 2. Check and record battery charger for proper charge rate. | ☐ |
| 3. Take voltage readings on the input and output | ☐ |
| 4. Visually inspect UPS electrical wiring for signs of overheating and insulation break down. | ☐ |
| 5. Inspect air filters for plugging & deterioration, replace if required. | ☐ |
| 6. Take current readings on the input and output. | ☐ |
| 7. Review event log. | ☐ |
| 8. Adjust for proper output voltage. | ☐ |
| 9. Check proper operation of leds and lamps. | ☐ |
| 10. Check internal power supplies. | ☐ |
| 11. Inspect cabinet fans for proper operation. | ☐ |
| 12. Verify metering display is accurate. | ☐ |

Other Details (if any)

Signature:

Name:

Designation:

Organization: