CIRCULAR

Reference is invited to this Department Circular No. 7(394)/2011/DOIT/Supply of HW – GAD/1270 dt. 25/7/2013, regarding Windows XP end of Support, wherein it was stated that Microsoft has announced end of support for Windows XP Operating System w.e.f. 08/04/2013 and it recommended that all the Departments and organizations in the Ministry/Departments still using Windows XP in their environment should immediately plan for up gradation to the latest available Operating System and test their software applications well before April 2014.

In this regards, the guidelines at Annexure – I (enclosed) may be followed for upgrading the Desktop Computers / Laptops to the latest available Operating System.

This is issued with the approval of the Hon. Dy. C. M. / Minister (IT), vide U.O. No. 2832 dt. 12/02/2014.

(Nilesh B. Fal Dessai)
Director (IT)

To,

1) All the Heads of the Departments / Corporations / Autonomous Bodies.
2) Office Copy.
3) Guard File.
Guidelines for Upgrading from Windows XP Operating System
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1. Background

Microsoft has announced end of support for Windows XP w. e. f. 08/04/2014. The current release of Windows XP is Windows XP Service Pack 3, the end of support of Windows XP Operating System, means that Microsoft will not provide security updates, non-security hot-fixes, free or paid assisted support or any online support for Windows XP. The systems would continue working, however in the absence of patches and security updates for Windows XP, the systems would be at greater risks and could be easily compromised by hackers. There would also be compliance issues due to un-supported and un-patched components in the IT Infrastructure of the Departments which may result in non-compliance and suspension of certifications by the Certifying and Auditing Organizations. The software vendors and hardware manufacturers will also stop support for Windows XP on their new versions and models.

Ministry of Communications & Information Technology, Department of Electronics & Information Technology, CERT-in, has issued an advisory wherein it is recommended that all the Departments and Organizations in the Ministry/Department still using Windows XP in their environment, should immediately plan for up-gradation to the latest Operating System and test their Software Application well before April, 2014.
2. Objective of the Guidelines

"The objective of these Guidelines is to design a quick, accurate and efficient Process for upgrading from Windows XP Operating System for Departments / Organizations under Government of Goa"

The technological advancements in Information & Communication Technology are very rapid and continuous. Operating Systems have evolved considerably over the past years. Microsoft had initially released Windows XP in August 2001. The current release version of Windows XP is Windows XP Service Pack 3. Thereafter three successor versions of client based Operating Systems namely Windows vista in November 2006, Windows 7 in July 2009, Windows 8 in August 2012 and Windows 8.1 in June 2013 were released by Microsoft. A number of requests have been received from various Departments and Organizations under the Government, for up-gradation from Windows XP.

It is therefore felt that guidelines should be in place to address the concerns and difficulties faced by the Departments and Organizations under the Government, while upgrading from Windows XP.
3. Guidelines for Up-gradation from Windows XP Operating System

1. Applicable to

- All Government Departments under Government of Goa
- All Autonomous Bodies/Local Bodies under Government of Goa
- All Public Service Undertakings under Government of Goa

2. Grounds for Up-gradation

Microsoft has announced end of support for Windows XP with effect from 08/04/2014. Hence, Departments should immediately plan for up-gradation to the latest Operating System and test their Software Application well before April, 2014.

3. Systems Covered

All systems which are running Windows XP as their Operating System.

4. Guidelines for Up-gradation from Windows XP

Systems running Windows XP as their Operating Systems would be forming a part of any of the following categories.

i. System Categories

a. Systems completed Condemnation Life Span

As per the Condemnation Policy of this Department (available on www.goa.gov.in) an I.C.T. product can be
condemned after 5 years. Systems which have already completed condemnation period or will complete 5 years by 08/04/2014 need not be included in the up-gradation process. It would be advisable if Departments procure new systems with the latest version of Operating System, after condemning the obsolete systems.

b. Systems whose O. S. was downgraded to Windows XP.

If the original system was installed with Windows Vista or later operating systems, the installation media and Certificate of Authenticity must have been supplied along with the system. The Operating System can be upgraded using the same media and Product Key supplied with the system(s).

c. Systems nearing Condemnation Life Span

If the systems are nearing Condemnation life span of 5 years, the Department can opt to purchase new systems by requesting this Department to relax the 5 year life span and grant an early condemnation.
d. Systems under Annual Maintenance Contract

If the systems are covered under Annual Maintenance Contract (A.M.C.) then the Department may wait for the A.M.C. Period to expire, but the A.M.C. Vendor has to ensure that the systems which are covered under A.M.C. are up to date in terms of Virus Protection, Firewall, etc so as to ensure that the systems are not compromised.

However, it has to be ensured by the Department that data critical to their Office maintained on the system with Windows XP Operating System, has to be moved to a system installed with an Operating System higher than Windows XP (preferably Windows 7/Windows 8).

e. Other Systems

If the system(s) is/are not covered under any of the types mentioned above and is/are running Windows XP as its/their Operating System, then the Department may consider for an Operating System upgrade for that/those particular system(s).
ii. Preferred version of Windows

It is recommended that the Department may opt for Windows 7 or Windows 8 (Upgradable to Windows 8.1), as per what the system configuration would support (Refer Point 4.iii below).

iii. System Requirements

The minimum system requirements for Windows 7 are as follows:

- 1 gigahertz (GHz) or faster 32-bit (x86) or 64-bit (x64) processor
- 1 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit)
- 16 GB available hard disk space (32-bit) or 20 GB (64-bit)
- DirectX 9 graphics device with WDDM 1.0 or higher driver

The minimum system requirements for Windows 8 / 8.1 are as follows:

- 1 gigahertz (GHz) or faster with support for PAE (Physical Address Extension), NX (No-eXecute), and SSE2 (Streaming SIMD Extensions 2).
- 1 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit)
- 16 GB (32-bit) or 20 GB (64-bit)
- Microsoft DirectX 9 graphics device with WDDM driver

*The hardware configuration of the system(s) running Windows XP can be located by either of the following ways:*

- **Start → Control Panel → Performance & Maintenance → System**
  - OR –

- **Right Click on "My Computer" icon on Desktop → Properties**

iv. **Software Compatibility**

- Software Applications such as Microsoft Office, AutoCAD, etc. might have to be reinstalled once the system is upgraded to a new Operating System.

- Web Based Software Applications (i.e. which work on web browsers, ex. Internet Explorer, Mozilla Firefox, Google Chrome, Netscape Navigator, etc.) would continue to work on the web browsers as before.

- If any other custom software if being used by the Department, then the compatibility of the software
would have to be confirmed from the Organization

/ Developer who provided/developed the software.