



བསམ་གྲུབ་ཐོངས་མཁར་ཁྲོམ་ཐོག་
THROMDE ADMINISTRATION
SAMDRUP JONGKHAR



SJT/ICT(General-1)2023-2024/ 44

08/07/2024

To
Dasho Dzongdag/Regional Heads
Samdrup Jongkhar Dzongkhag/Thromde

Subject: Scheduled Internet Downtime for Server Room Battery Maintenance

Respected Dasho/sir/madam,

We are writing to inform you of a scheduled internet downtime that will affect all the offices under Samdrup Jongkhar dzongkhag and thromde that are connected. As part of our ongoing efforts to maintain and improve our IT infrastructure, we will be performing essential maintenance on the server room battery.

Details of the Scheduled Downtime:

- **Date:** 12/07/24
- **Time:** 2 pm till 6 pm
- **Duration:** 4 hour

During this maintenance time, internet connectivity will be temporarily unavailable. We understand that this may cause some inconvenience and disruption to your operations, and we sincerely apologize for any inconvenience this may cause. Please plan your activities accordingly to minimize the impact on your work.

Reason for the Downtime:

The primary purpose of this maintenance is to replace and upgrade the server room battery, ensuring the continued reliability and efficiency of our network infrastructure.

Action Required:

- Please inform your staff and make any necessary arrangements to accommodate this downtime.
- Save all ongoing work and ensure that critical tasks are completed before the maintenance begins.

We appreciate your understanding and cooperation as we work to enhance our network's stability and performance.

Thank you for your attention to this matter.


(Executive Secretary)

a: Dasho Thrompor for kind info.

PABX: +975 7 251616, 251619, 251629 Fax: +975 7 251305 Website: www.sjthromde.gov.bt