

I/11538/2023



रक्षा लेखा नियंत्रक (सेना)

Controller of Defence Accounts(Army)

बेल्वेडियर परिसर, आयुध पथ, मेरठ छावनी- 250001

Belvedere Complex, Ayudh Path, Meerut Cantt-250001

**IMPORTANT CIRCULAR**

(through Email/Website)

No. IT&S/III/Cyber Security/2023

Date: 01/08/2023

To

All sections of Main Office**All sub-offices of CDA (Army) Meerut****Sub:** Measures to enhance Cyber Security and maintain Cyber Hygiene – reg.

In regard to the above subject, this office would like to enunciate a few guidelines that are to be followed strictly across Main Office as well as all sub-offices under the aegis of this organization: -

- All officers and staff that have access to an internet-connected computer should do due diligence and always practice safe cyber behavior. They will be held responsible personally in case of any cyber security-related mishap.
- All officers and staff using WAN-connected computers are instructed not to connect the computer to the internet using Hotspot or Wi-fi.
- All computers (both Internet and WAN connected) that are in use are registered on ITMS, an online repository run by the HQrs Office. So, any malpractice or non-adherence to the laid out guidelines will be detected instantly and strict disciplinary action against the responsible individual will be initiated as per the extant rules.
- Pop-up blocker and Ad blocker add-ins/extensions may be configured in web browsers.
- All computers must be password-protected for start-up and login.
- Never save any usernames or passwords in web browsers. If there are any saved passwords already, remove them immediately.
- In addition to the above, several cyber security-related advisories have already been published on this office's website. It is advised that all officials are sensitized towards

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better cyber practices by following the issued advisories.

Cyber Security is an arduous task and requires a collective effort from all involved. This office expects all individuals to remain cautious, vigilant and informed so as to maintain a breach-free and safe work environment.

This is issued with the approval of GO (IT&S)

NAVEEN PRAKASH, AO(IT&S)-NAVEENP, IT&S-ARMY
Accounts Officer