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F. No. Pr. CCA/CBIC/Coord-Expdr./Circular- Instruction/Vol.I/2022-23/158 Dtd: 10/10/2022

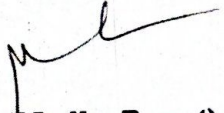
CIRCULAR

Subject :- Observance of security protocols by users of PFMS-reg.

Please find enclosed herewith O.M. No. 1-17016/1/2022-ITD-CGA/10985/229 Dated 30.09.2022 issued by Ministry of Finance, Department of Expenditure, O/o Controller General of Accounts, PFMS Division, GIFMIS Vertical, New Delhi on the subject cited above.

All Zonal Heads of CBIC are therefore requested to bring the contents of the O.M. to the notice of all PAOs under their administrative control for Information and strict compliance.

This issues with the approval of Competent Authority.


(Madhu Rawat)
Sr. Accounts Officer

Encl: As Above

To:

1. All Zonal Heads (North/West/South/East)
2. Sr. A.O, (Admin), O/o Pr. CCA, CBIC

Copy for information to:-

1. Sr. PS to Pr. CCA (CBIC)
2. PS to CCA (CBIC)
3. PS to DCA(HQ), CBIC
4. Sr. AO, GST-IT Section (With request to upload it on ARPIT Portal)

GST/IT/286
11/10/2022

No. I-17016/1/2022-ITD-CGA/10985/229
Government of India
Ministry of Finance,
Department of Expenditure
Office of the Controller General of Accounts
(PFMS-Division)
GIFMIS Vertical

3rd Floor, MLN Bhawan,
'E' Block, GPO Complex, INA Colony
New Delhi-110023
Dated: 30-09-2022

Office Memorandum

Subject:- Observance of Security Protocols by users of PFMS.

The undersigned is directed to refer to the subject above and state that this office had issued a set of instructions regarding safe and secured operation on PFMS by users and close monitoring of the compliance to these instructions by all field accounting units. The instructions covered areas of password policy, secured access control, enhanced security in bill processing, network security, Do's and Don'ts to be observed for secured access to PFMS modules, record management, and administrative measures for strict compliance and monitoring by higher authorities. The instructions were issued vide various OM's in the year 2018 to 2019.

2. The measures enforced through all these OM's and other new developments on this subject are consolidated with separate headings for each component of security protocols (enclosed at Annexure-A). All Principal CCAs/ CCAs/CAs are kindly requested to ensure strict compliance of these instructions and regularly review the enforcement of these advisories at various levels. Any issues related to these areas may be immediately brought to the notice of this office.

This issues with the approval of Competent authority.

Encl: As Above.


(Harish Kumar Srivastav)
Joint CGA (GIFMIS-PFMS)

To

All Pr. CCAs/CCAs/CAs with independent charge

Copy to:-

Financial Advisors of all Ministries/Departments

Copy for information to:

- i. PPS to CGA (PFMS)
- ii. PPS to Additional Secretary (PFS), Department of Expenditure, MoF
- iii. PS to Additional CGA (PFMS)
- iv. Sr. AO(GIFMIS) for uploading the OM on CGA's Website.

Consolidated instruction on various aspects of security while using PFMS

1. Access Management:-

- i. For new user registration of officials dealing with PAO and DDO module of PFMS, only NIC/GOV domain email id will be allowed. Same e-mail id and mobile number can be used maximum for four user ids within same PAO code and additional three user ids for across PAO codes keeping in view of multiple charges handled by users in different field offices.
- ii. New user registration is to be initiated by the concerned approving authority in PFMS.
- iii. Approval of new accounts shall be carried out by the designated officers on designated systems only. The IP addresses (Internal) of such systems and associated user accounts should be recorded on file. A system of two levels approval for creation of user and e-mail/SMS alert on creation of users to approvers has been built into the system.
- iv. The new login Ids should be approved within the period of 15 days of creation. Marking of User ids which are at created mode i.e. not approved since 15 days as rejected is being enforced in the PFMS.
- v. The CCA level user access facilitates MIS at the apex level, which can work as a deterrent to the unscrupulous elements and all the users approved at various levels should be closely monitored.
- vi. The list of Govt. of India (GoI) sanction module users in PFMS i.e. PD, DDO, DH, AAO, PAO, Pr.AO, and CCA may be verified and updated on regular basis. If any user is found to be no longer in position then the same may be deactivated immediately. It is reiterated that Report MST-01 "User Details" under Menu "CAM REPORTS" may be reviewed on regular basis to get the status of active users in PFMS.
- vii. Marking of inactive user ids > 45 days as disabled is being enforced in PFMS. Further, the said disabled user ids will be enabled only by two levels approvals in the next higher level hierarchy in PFMS. Self-enabling of disabled login id will not be allowed in PFMS.
- viii. At the time of relieving of any Group 'A' & Group 'B' officer who is a user in PFMS viz. CCA level user, PAO type user, his/her digital signature & user Id should be deactivated. This should be one condition to be enforced while giving No objection certificate/LPC. Fresh user Id and digital signature should be provided to the new incumbent. Guidelines in this regard were issued vide this office OM No. A.22010/2013-18/CGA/Gr. A/Misc./4930 dated 18/03/2019.
- ix. A notification to alert the user for change is given in case user login in the system other than the system generally being used by the user.

2. Password Policy in PFMS :-

- i. Password should be of length of minimum 8 characters.



- ii. Password mandatorily should include both special as well as Alpha numeric characters.
- iii. Password should not have similarity with user name or part of the user name.
- iv. To ensure that only the User knows the password, he/she should change the password at the time of the first Login into the system.
- v. User needs to change password every few weeks as the system automatically prompts for the change in password and does not allow Login without changing the password.
- vi. The User ID and Password, shall in no circumstances, be shared with anyone by the owner and any breach of security/unauthorised access arising out of sharing the password/user name shall be the liability of the owner.
- vii. In case of any suspicion of the password being compromised, it must be changed immediately by logging into PFMS portal.
- viii. All computer systems being used for access of PAO/DDO module must be password protected.
- ix. All users should ensure that the desktop must be locked (the shortcut Window+L) at the time of leaving their room/workstation.

3. Processing of Payments:-

- i. The I Key/DSC of the Pr. AO has to be invariably approved by the CCA level user, whereas I Key/DSC of PAOs by the Pr. Accounts Officer level user and that of the CDDOs by the PAO level user. The Timeout procedure for inserting the I Key/DSC for every session has been made in PFMS.
- ii. The digital signature key used at various levels in PFMS is not to be shared with anyone by the person in whose name the key has been issued and any loss/theft thereof should be immediately reported to senior officials and the same should be disabled on PFMS immediately. Any breach of security/unauthorised access arising out of loss of digital key shall be the liability of the owner.
- iii. The default PIN/password of I Key/DSC may be changed and practice may be adopted for regular changing of its PIN/password. The same may also not to be shared with anyone.
- iv. After each use the I Key/DSC token, may be removed from the system.
- v. Any legal issue arising because of sharing of digital signature key shall be the liability of the owner of digital signature key.
- vi. All guide lines stipulated to be followed for making payments should be strictly adhered to and verification against physical documents should be done at all levels unless stipulated by explicit directions for use of electronic mediums.
- vii. All Pay and Accounts Officers authorized for making payments shall verify each payment file of a batch with the corresponding physical bill/e-Bill without fail before putting the digital signature.
- viii. PAOs may be advised strictly not to access the PAO/DDO module and not use digital signatures for making payment from the computers installed outside their office locations.



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- ix. System validation has been enforced to restrict the passing of bills at all the three levels in Pay & Accounts office viz. Dealing Hand, Asstt. Accounts Officer, Pay and Accounts Officer using the same I.P Address.
- x. To avoid fraudulent payment, system validation has been enforced that DSC of same official cannot be used in all the three roles viz. Sanctioning Authority(PD checker), Drawing & Disbursing officer(DDO), and Pay & Accounts Officer(PAO) under same PAO code
- xi. The session of PFMS may be logged out if not in use. Idle session may lead to unauthorized access and load on server.

4. **Network Security:-**

- A. **Do's and Don'ts to minimize malware (Virus, Trojan, and Worms etc.) infections while using internet-connected or standalone Computers.**

Do's

1. Always use genuine software.
2. Install the latest updates/patches for operating System, Antivirus and Application software.
3. Enable firewall, Operating Systems have an inbuilt firewall which can be used to stop unwanted Internet connections.
4. Limit user privileges on the computer. Always access Internet as a standard user but not as Administrator.
5. Check and verify email sender IDs and web links before opening file attachments and clicking on links in emails and web pages.
6. Protect against social engineering attacks. Phishing emails and SMS are used to get user credentials like username, passwords, credit card and PIN numbers etc.
7. Regularly check the last logging details of email accounts.
8. Use strong passwords that include a combination of letters, numbers and symbols.
9. Use only officially supplied USB storage media. USB storage media should be regularly formatted after use to erase any malicious files hidden from normal view.
10. Regularly take backup of document files to avoid loss of files in case of emergencies like malware infections, hard disk crash, corrupted applications and other unforeseen incidents.
11. Users should be periodically briefed about Cyber Security measures.

Don'ts

1. Avoid downloading and installing pirated software.
2. Internet-connected computers should not be used for drafting/storing sensitive official documents/correspondences.
3. Don't open emails from unknown email IDs. Such mails should be deleted from email account inbox.



Handwritten signature in blue ink, likely of an official, with the date '20-9-2022' written below it.

4. Don't download and open file attachments that originated from unknown sources.
5. Auto storage of user name and password in browser/web page should be disabled in shared computers used for internet activities.
6. Avoid using personal USB storage devices/Smart Devices on office computers. Don't put unknown USB storage device into your Computer.
7. Don't share passwords with anyone. Don't use the same password on all websites and services.

B. Few indicators of a Generic Malware infected computer:

1. Computer runs slowly than normal, stops responding or freezes often. Computer crashes and restarts every few minutes.
2. Unusual error messages pop up constantly.
3. New toolbars, links, or favorites added to your web browser.
4. Home page, mouse pointer, or search program changes unexpectedly.
5. Unusual network traffic and connectivity from the computer even without doing any Internet activity.

(These are common signs of malware infection, but they may also be indicative of mere hardware or software problems.)

C. Tips to check and protect from malware infections in Windows computer.

- I. Always set automatic updates for Operating System, Anti-Virus and Applications. For Windows OS auto update can be done as follows:-

Control Panel-->Windows Updates-->Change Settings-->Install updates automatically.

- II. Checking for unusual network traffic with Windows "netstat-na" command.

Type "cmd" in "run" and type "netstat-na". Checkout foreign Established connection and IP addresses. Check the IP address for its ownership.

- III. Check for any unusual executable running automatically at Windows startup.

Type "msconfig" in "run" and check for any unusual executable running automatically.

(Disable, delete or uninstall any unnecessary/unknown executable/program.)

- IV. Enable hidden files, folders and system files view of find any unusual or hidden files, especially useful while using USB storage devices.

Control Panel-->Folder Options-->View-->select the "Show hidden files and folders" option and unselect "Hide protected operating system files"


30-9-2008

Make sure there is no hidden file and folders present in the USB Storage device. Format the device if any unusual files (files having extensions exe, com, dat, scr and ini etc) are present besides the data files (doc, ppt, xls and pdf etc).

V. **Delete the contents of Windows "Temp" and "Temporary Internet files" regularly.**

- a. Type %temp% in "run" and delete all the contents of temporary folder.
- b. For deleting Temporary Internet Files follow steps as given by different browsers like Windows Internet Explorer, Google Chrome, Mozilla Firefox, Opera and Apple Safari.

5. **Record Management:-**

- i. The log of the approved agencies/ vendor/ individuals list with bank account details in soft and in physical form shall be maintained by PD, DDO, and PAOs. The same may be reviewed jointly and updated on regular basis.
- ii. The IP address of the systems and User ids used for approval of new user ids/deactivation of user ids must be maintained and reviewed on regular basis.

6. **Generic Cyber Security Protocols**

Ministry of Electronics and Information Technology has issued a generic cyber security guidelines to be followed by senior officers and office staff in day to day functioning, The guidelines version 1.4 issued in September, 2022 is enclosed for strict compliance by all offices using PFMS at various levels.

Encl: As above.



**Sr. Accounts Officer
(GIFMIS-PFMS)**

Cyber Security Guidelines for Compliance by CISO



MINISTRY OF ELECTRONICS & INFORMATION TECHNOLOGY

Version 1.4
September 2022



A-Block, CGO Complex
New Delhi – 110003
Website: <https://www.nic.in/>

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VERSION HISTORY:

Issue Date	Effective Date	Description
1.1	7-Jun-2022	Draft- Added Section-5, Cyber Security Resources
1.2	8-Jun-2022	Draft – Added inputs from CERT-In and included DNS Server IPv4 and IPv6 IP addresses.
1.3	10-Jun-2022	Final Release
1.4	5-Sep-2022	Added clauses related to network security, access control, hosting of websites, logging and segregated the clauses into various sub-categories. Guidelines divided into 2 parts, for compliance by the respective stakeholders.

DISTRIBUTION LIST:

The following persons hold copies of the documents; all amendments and updates to the document must be distributed to the distribution list.

S. No.	Name	Location	Document type
1	CISOs and DCISOs of Government Ministries and Departments	Across India	Soft copy of both Part-1 and Part-2
2	Government Employees	Across India	Soft copy of Part-2

DISCLAIMER:

This document is solely for the information of the government employees and

outsourced/contractual resources.

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1. INTRODUCTION

Information Communication Technology (ICT) has become ubiquitous amongst government ministries and departments across the country. The adoption and use of ICT has increased the attack surface and threat perception to government, due to lack of proper cyber security practices followed on the ground.

This guideline for CISO has been compiled with the objective to ensure a sanitized and secure framework in the Ministries. CISO is also required to sensitize the government employees, contractual/outsourced manpower and build awareness from a cyber security perspective as per the Cyber security guidelines for Government Employees.

The ownership of Compliance of this guideline (part1 & part 2) rests with the CISO of each Ministry/Department.

This Guideline has been divided into 2 parts as given below:

1.	Guidelines for Secure Local Area Network	Part-1	Part-1 of this guideline is for the compliance of CISOs and DCISOs only. It should not be shared in public domain or with any unauthorized person.
2.	Cyber security Guidelines for Government Employees	Part-2	Part-2 of this guideline is for the compliance by all government employees, including outsourced/contractual/temporary employees who work for the government. CISO will generate awareness and ensure employees comply with the Guidelines.

Part- 1

**Guidelines
For
Secure Local Area Network**

1. SCOPE

The following guideline on Secure Local Area Network shall be adhered by the respective IT/Network teams of each Ministry/Department. The CISO of the Ministry/Department shall ensure the compliance of this guideline.

2. SECURE LOCAL AREA NETWORK

- 2.1. Ensure timely action is taken on the alerts and advisories shared by NIC-CERT and CERT-In.
- 2.2. Ensure that the Applications/websites/services are hosted only at the designated data centres of Government or Cloud Service Providers empanelled by MeitY. No application/website shall be hosted within the LAN segment of a Ministry/Department/Office.
- 2.3. Ensure that all Websites and Applications are “https” enabled with a valid SSL/TLS Certificate.
- 2.4. Ensure that a Cyber Crisis Management Plan (CCMP) is prepared and implemented for the Ministry/Department. Cert-In can be contacted for the template for preparing the CCMP by sending a mail to exercises@cert-in.org.in.
- 2.5. All ICT devices should be connected via the internet gateway of NIC's network (i.e. NICNET) and any other direct internet connection i.e., broadband, 3G/4G/5G etc., should be withdrawn with immediate effect.
- 2.6. Media Access Control (MAC) address binding is mandatory for all systems/IT devices connected in the Ministries/Department.
- 2.7. Unmanaged network devices should be replaced with managed devices on an immediate basis.
- 2.8. Configure host firewall in all systems to restrict lateral movement within the same network segment.
- 2.9. Internet connectivity to be withdrawn and Only NICNET connectivity to be provided to users who do not adhere to

guidelines mentioned under the head “desktop/laptop and printer security “. Internet connectivity to be restored with the approval of CISO of the ministry.

- 2.10. Network firewall shall be used to restrict traffic movement outside the network segment. Only selected ports and protocols shall be allowed for communication with selected IPs, as per the requirements of the official work.
- 2.11. Systems and equipment's which are obsolete and/or using obsolete/ unpatched operating systems, to be removed from the network.
- 2.12. Ensure that Kavach Multi-Factor Authentication is configured on all the NIC Email Accounts in the Ministry.
- 2.13. Implementation of Network Access control (NAC) is recommended.

3. DESKTOP/LAPTOP AND PRINTER SECURITY AT OFFICE

- 3.1 Standard User (non-administrator) account to be set for all users for accessing the computer/laptops for regular work. Admin access to be given to users with approval of CISO only.
- 3.2 Set BIOS Password for booting.
- 3.3 Operating System and BIOS firmware to be updated with the latest updates/patches.
- 3.4 Set OS updates to auto-updated from a trusted source and ensure they are updated on all devices. Install enterprise Antivirus/ EDR client offered by Government on official desktops/laptops. Ensure that the Antivirus client is updated with the latest virus definitions, signatures and patches.
- 3.5 CISOs shall maintain a list of authorized Applications/software's, which can be used by the employees/users. Applications/Software's which are not part of the authorized list shall not be allowed.

- 3.6 Ensuring Change of passwords at least once in 30 days.
- 3.7 Configure NIC's DNS Server IP (IPv4: 1.10.10.10 / IPv6: 2409::1) in the system's DNS Settings for all users.
- 3.8 Configure NIC's NTP Service (samay1.nic.in, samay2.nic.in) in all the user's system NTP Settings for time synchronization.
- 3.9 Removal of all pirated Operating systems and other software/applications that are not part of the white listed software's should be immediately deleted.

4. LOGGING

- 4.1 Ensure that logging is enabled on all ICT systems – which includes but not limited to websites/applications, databases, operating systems, ICT devices.
- 4.2 The logs of ICT Systems shall be retained for minimum one year.
- 4.3 Central Ministries and Departments shall contact NIC and onboard their ICT systems to PRATIMAAN (Alert system) and IPAM (asset management). State Government Departments/Entities may contact the respective state NIC centres for on boarding their ICT systems to PRATIMAAN and IPAM.

5. COMPLIANCE

The CISOs of the respective Ministry/Department shall ensure compliance of the guidelines mentioned in the Part-I: Secure Local Area Network.

Part- 2

**Cyber Security Guidelines
For
Government Employees**

1. SCOPE AND TARGET AUDIENCE

The following guidelines are to be adhered to by all government employees, including outsourced/contractual/temporary employees, who work for government Ministry/Department.

2. DESKTOP/LAPTOP AND PRINTER SECURITY AT OFFICE

- 2.1 Use only Standard User (non-administrator) account for accessing the computer/laptops for regular work. Admin access to be given to users with approval of CISO only.
- 2.2 Set BIOS Password for booting.
- 2.3 Ensure that the Operating System and BIOS firmware are updated with the latest updates/patches.
- 2.4 Set Operating System updates to auto-updated from a trusted source.
- 2.5 Ensure that the Antivirus client installed on your systems are updated with the latest virus definitions, signatures and patches.
- 2.6 Only Applications/software's, which are part of the allowed list authorized by CISO, shall be used; any application/software which is not part of the authorized list approved by CISO, shall not be used.
- 2.7 Always lock/log off from the desktop when not in use.
- 2.8 Shutdown the desktop before leaving the office.
- 2.9 Keep printer's software updated with the latest updates/patches.
- 2.10 Setup unique pass codes for shared printers.
- 2.11 Internet access to the printer should not be allowed.
- 2.12 Printer to be configured to disallow storing of print history.
- 2.13 Enable Desktop Firewall for controlling information access.
- 2.14 Keep the GPS, Bluetooth, NFC and other sensors disabled on the desktops /laptops and mobile phones. They may be enabled only when required.
- 2.15 Use a Hardware VPN Token for connecting to any IT Assets located in Data Centre.

- 2.16 Do not write passwords, IP addresses, network diagrams or other sensitive information on any unsecured material (ex: sticky/post-it notes, plain paper pinned or posted on users table etc.).
- 2.17 Do not use any external mobile App based scanner services (ex: Cam scanner) for scanning internal government documents.
- 2.18 Use of all pirated Operating systems and other software/applications that are not part of the authorized list of software's should be immediately deleted.

3. PASSWORD MANAGEMENT

- 3.1 Use complex passwords with a minimum length of 8 characters, using a combination of capital letters, small letters, numbers and special characters.
- 3.2 Change passwords at least once in 30 days.
- 3.3 Use Multi-Factor Authentication, wherever available.
- 3.4 Don't use the same password in multiple services/websites/apps.
- 3.5 Don't save passwords in the browser or in any unprotected documents.
- 3.6 Don't write down any passwords, IP addresses, network diagrams or other sensitive information on any unsecured material (ex: sticky/post-it notes, plain paper pinned or posted on your table).
- 3.7 Don't share system passwords or printer pass code or Wi-Fi passwords with any unauthorized persons

4. INTERNET BROWSING SECURITY

- 4.1 While accessing Government applications/services, email services or banking/payment related services or any other important application/services, always use Private Browsing/Incognito Mode in your browser.

- 4.2 While accessing sites where user login is required, always type the site's domain name/URL, manually on the browser's address bar, rather than clicking on any link.
- 4.3 Use the latest version of the internet browser and ensure that the browser is updated with the latest updates/patches.
- 4.4 Don't store any usernames and passwords on the internet browser.
- 4.5 Don't store any payment related information on the internet browser.
- 4.6 Don't use any 3rd party anonymization services (ex: Nord VPN, Express VPN, Tor, Proxies etc).
- 4.7 Don't use any 3rd party toolbars (ex: download manager, weather tool bar, ask me tool bar etc.) in your internet browser.
- 4.8 Don't download any unauthorized or pirated content /software from the internet (ex: pirated - movies, songs, e-books, software's).
- 4.9 Don't use your official systems for installing or playing any Games.
- 4.10 Observe caution while opening any shortened URLs (ex: tinyurl.com/ab534/). Many malwares and phishing sites abuse URL shortener services. Such links may lead to a phishing/malware webpage, which could compromise your device.

5. MOBILE SECURITY

- 5.1 Ensure that the mobile operating system is updated with the latest available updates/patches.
- 5.2 Don't root or jailbreak your mobile device. Rooting or Jail breaking process disables many in-built security protections and could leave your device vulnerable to security threats.
- 5.3 Keep the Wi-Fi, GPS, Bluetooth, NFC and other sensors disabled on the mobile phones. They may be enabled only when required.

- 5.4 Download Apps from official app stores of Google (for android) and apple (for iOS).
- 5.5 Before downloading an App, check the popularity of the app and read the user reviews.
- 5.6 Observe caution before downloading any apps which has a bad reputation or less user base etc.
- 5.7 While participating in any sensitive discussions, switch-off the mobile phone or leave the mobile in a secured area outside the discussion room.
- 5.8 Don't accept any unknown request for Bluetooth pairing or file sharing.
- 5.9 Before installing an App, to carefully read and understand the device permissions required by the App along with the purpose of each permission.
- 5.10 In case of any disparity between the permissions requested and the functionality provided by an app, users to be advised not to install the App (Ex: A calculator app requesting GPS and Bluetooth permission).
- 5.11 Note down the unique 15-digit IMEI number of the mobile device and keep it offline. It can be useful for reporting in case of physical loss of mobile device.
- 5.12 Use auto lock to automatically lock the phone or keypad lock protected by pass code/ security patterns to restrict access to your mobile phone.
- 5.13 Use the feature of Mobile Tracking which automatically sends messages to two preselected phone numbers of your choice which could help if the mobile phone is lost/ stolen.
- 5.14 Take regular offline backup of your phone and external/internal memory card.
- 5.15 Before transferring the data to Mobile from computer, the data should be scanned with Antivirus having the latest updates.

- 5.16 Observe caution while opening any links shared through SMS or social media etc., where the links are preceded by exciting offers/discounts etc., or may claim to provide details about any latest news. Such links may lead to a phishing/malware webpage, which could compromise your device.
- 5.17 Report lost or stolen devices immediately to the nearest Police Station and concerned service provider.
- 5.18 Disable automatic downloads in your phone.
- 5.19 Always keep an updated antivirus security solution installed.

6. EMAIL SECURITY

- 6.1 Ensure that Kavach Multi-Factor Authentication is configured on the NIC Email Account.
- 6.2 Download kavach app from valid mobile app stores only. Do not download from any website.
- 6.3 Do not share the email password or Kavach OTP with any unauthorized persons.
- 6.4 Don't use any unauthorized/external email services for official communication.
- 6.5 Don't click/open any link or attachment contained in mails sent by unknown sender.
- 6.6 Regularly review the past login activities on NIC's Email service by clicking on the "login history" tab. If any discrepancy is observed in the login history, then the same should be immediately reported to NIC-CERT.
- 6.7 Use PGP or digital certificate to encrypt e-mails that contains important information.
- 6.8 Observe caution with documents containing macros while downloading attachments, always select the "disable macros"

option and ensure that protected mode is enabled on your office productivity applications like MS Office.

7. REMOVABLE MEDIA SECURITY

- 7.1 Perform a low format of the removable media before the first-time usage.
- 7.2 Perform a secure wipe to delete the contents of the removable media.
- 7.3 Scan the removable media with Antivirus software before accessing it.
- 7.4 Encrypt the files /folders on the removable media.
- 7.5 Always protect your documents with strong password.
- 7.6 Don't plug-in the removable media on any unauthorized devices.

8. SOCIAL MEDIA SECURITY

- 8.1 Limit and control the use/exposure of personal information while accessing social media and networking sites.
- 8.2 Always check the authenticity of the person before accepting a request as friend/contact.
- 8.3 Use Multi-Factor authentication to secure the social media accounts.
- 8.4 Do not click on the links or files sent by any unknown contact/user.
- 8.5 Do not publish or post or share any internal government documents or information on social media.
- 8.6 Do not publish or post or share any unverified information through social media.

- 8.7 Do not give share the @gov.in /@nic.in email address on any social media platform.
- 8.8 It is recommended to use NIC's Sandes App instead of any 3rd party messaging app for official communication.

9. SECURITY ADVISORY AND INCIDENT REPORTING

- 9.1 Adhere to the Security Advisories published by NIC-CERT (<https://niccert.nic.in>) and CERT-In (<https://www.cert-in.org.in>).
- 9.2 Report any cyber security incident, including suspicious mails and phishing mails to NIC-CERT (incident@nic-cert.nic.in) and CERT-In (incident@cert.org.in).

10. CYBER SECURITY RESOURCES

The following resources may be referred for more details regarding the cyber security related notifications/information published by Government of India:

S. No	Resource URL	Description
1	https://www.meity.gov.in/cybersecurity-division	Laws, Policies & Guidelines
2	https://www.cert-in.org.in	Security Advisories, Guidelines & Alerts
3	https://nic-cert.nic.in	Security Advisories, Guidelines & Alerts
4	https://www.csk.gov.in	Security Tools & Best Practices

5	https://infosecawareness.in/	Security Awareness materials
6	http://cybercrime.gov.in	Report Cyber Crime, Cyber Safety Tips

11. COMPLIANCE

All government employees, including temporary, contractual/outsourced resources are required to strictly adhere to the guidelines mentioned in this document. Any non-compliance may be acted upon by the respective CISOs/Ministry/Department heads.