
	<p>रक्षा लेखा प्रधान नियंत्रक (मध्य कमान) 1 करियप्पा मार्ग, लखनऊ छावनी-226002 Principal Controller of Defence Accounts (Central Command) 1 Cariappa Road, Lucknow Cantt.- 226002 कार्यालय फोन सं.-0522-2451084/कार्यालय फ़ैक्स सं-0522-2453038 Office Phone No.-0522-2451084/Office Fax No.-0522-2453038 E.Mail- <a href="mailto:cda-luck@nic.in">cda-luck@nic.in</a></p>	 <p>भारत 2023 INDIA वैश्विक कुटुंबकम् ONE EARTH - ONE FAMILY - ONE FUTURE</p>
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**Circular**

No. IT&S/AN/174/Cyber Security/2023-24

Dated: 30.08.2023

To,

**The Officer-in-Charge,**

**All sections of main Office**

**All Sub-Offices**

**Under PCDA(CC) Lucknow**

**Sub:** Advisory regarding usage of watermarks in classified documents.


**Ref:** HQrs Office Circular No. Mech/IT&S/810/Cyber Security/Misc dated 24.08.2023

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HQrs Office vide their circular cited under reference, has issued an advisory regarding usage of watermarks in classified documents. A copy of the same is enclosed herewith for your information and to disseminate the guidelines to all concerned for strict compliance.

A compliance report may be forwarded to this office by 05/09/2023.


**Encl:** As above.

  
**Sr. Accounts Officer**  
(IT & S)

**Copy to :**

The OI/C  
OA Cell (Local)

} For uploading on website.

  
**Sr. Accounts Officer**  
(IT & S)

" हर काम देश के नाम "

## रक्षा लेखा महानियंत्रक



उलान बटारोड, पालम, दिल्ली छावनी-110010

Controller General of Defence Accounts

Ulan Batar Road, Palam, Delhi Cantt- 110010

(IT&S Wing)

Phone: 011-25665588 Fax: 011-25675030 email:cgdanewdelhi@nic.in

No. Mech/ IT&S/810/Cyber Security/Misc **Circular**

Date: 24/08/2023

To

All PCsDA/CsDA/PrIFA/IFA/PCA(Fys)  
(through DAD WAN/email)

**Sub: Advisory regarding usage of watermarks in classified documents.**

Security of classified information is crucial part of cyber security. Handling classified data in prescribed manner is major safeguard to prevent information breaches. While all sensitive data is being processed digitally as part of office functioning, has well defined security controls, effective and efficient control of physical manifestation of classified official documents is also crucial in order to ensure fool proof security. There is therefore a need to adhere to prescribed standard frame work for generation, storage and transmission of information in the print format, in conjunction with security of information stored digitally.

2. An important aspect of security of printouts of official documents is that they should be in possession of only authorized personnel at times, and be used for official purposes only. Printed copies of official documents face the threat of unregulated usage and duplication, especially with the proliferation of social media coupled with easy availability of smart devices, high bandwidth and near omni present connectivity. This could lead to compromise of official documents and information breach.

3. To overcome uncontrolled reproduction and pilferage of sensitive documents, appropriate classification & water marking of printed documents is recommended as a standard practice. Watermarking keeps the uniqueness of the copies of printed documents as well as identifies the owner of the document, thus enhancing info security and accountability.

4. The following process is to be followed while printing official documents: -

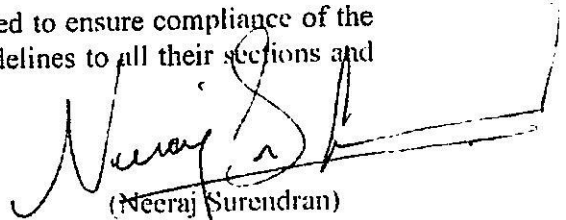
(a) As far as feasible, printing of documents as a general rule should be avoided and if necessary kept to barest minimum based on functional requirements. Copies of printed documents are to be distributed only on need to know basis.

(b) All copies of printed/hand written drafts of classified correspondence are to be accounted for & destroyed as per extant regulations.

(c) Use semi-transparent watermark that covers the entire frame of the document. The watermark should not be small and positioned in corner of the document, to obviate its cropping.

(d) The water marking should be in name of the intended recipient/Department so that any duplicate copy or its image on open/deep web can be easily traced back to the owner of the document for accountability.

5. In view to the above, all departments are requested to use watermark of addressee in all official documents classified Confidential and above and for documents containing PII information of Service Personnel such as Name, Rank, No, Mob No, Ph No, E -mail, Appointment, PAN /License/Aadhar details, DoB etc. (especially in case of large number of PII being included in a single document such as Social Lists in Units, etc.). It is recommended to watermark classified restricted documents which are to be displayed on notice board so that people do not take photos and proliferate on Social Media.
6. In view of the above, all the Controllers are advised to ensure compliance of the guidelines given above and disseminate these guidelines to all their sections and sub offices for strict compliance.



(Neeraj Surendran)  
Sr. ACGDA (IT &S)