

	<p style="text-align: center;">रक्षा लेखा प्रधान नियंत्रक (सेना) 1 करियप्पा मार्ग, लखनऊ छावनी-226002 Principal Controller of Defence Accounts (Army) 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>	  <small>ONE EARTH - ONE FAMILY - ONE FUTURE</small>
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**Circular**

No. IT&S/AN/174/WAN/2023-24

Dated: 03.10.2023

To,

**The Officer-inCharge,  
All sections of Main Office,  
All Sub-Offices  
Under the PCDA(Army), Lucknow**

**Sub:** Implementation of security policy in computers connected on DAD WAN.

**Ref:** HQrs Office Letter No IT-8060/WAN/01/2021/IT(NOC-SOC) Dated 26/09/2023.

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With reference to HQrs Office circular cited under reference, It has been observed that some of the computers/switches, in Offices are connected to both internet and WAN. This compromises the security of the whole network and defeats the entire purpose of implementation of NOC-SOC. Similarly, other security risks have been observed.

To enhance the security of the IT assets, All the sub offices under PCDA (Army) Lucknow & All the sections of main offices are advised to follow the practices given in HQrs office circular cited above. A copy of the circular is attached for reference. Action taken report on the above subject may please be forwarded to this office for onward submission to HQrs office.

**Encl:** As above.

- *Sof*  
Sr. Account Officer (IT&S)

**Copy To:**

The OI/C  
OA Cell (Local)

} For uploading on website.

- *पना/3*  
Sr. Account Officer (IT&S)



“हर काम देश के नाम”

# रक्षा लेखा महानियंत्रक

उलन बटार रोड, पालम, दिल्ली छावनी-110010

**CONTROLLER GENERAL OF DEFENCE ACCOUNTS**

Ulan Batar Road, Palam, Delhi Cantt.- 110010

Phone: 011-25665589, 25665763 Fax: 011-2567030 email: cgd.caw@delhi.nic.in

E-Mail

No.IT-8060/WAN/01/2021/IT(NOC-SOC)

Dated: 26.09.2023

To,

All the PCsDA/CsDA

Sub: Implementation of security policy in computers connected on DAD WAN.

It has been observed that some of the computers/switches in Controller office are connected to both internet and WAN. This compromises the security of the whole network and defeats the entire purpose of implementation of NOC-SOC. Similarly, other security risks have also been observed.

2 To enhance the security of the IT assets, it may be ensured that under-mentioned practices are being followed in your organization:

- i. In no case, a PC should be connected to both internet and WAN.
- ii. It should be ensured that as and when a new PC is to be connected to DAD WAN, its Operating system (OS) should be updated first and then it should be connected to WAN. After that the NOC SOC software (antivirus and manage engine) should be installed in consultation with NOC-SOC team at HQs office.
- iii. Personal laptops should not be connected to DAD WAN.
- iv. The office staff may be sensitized about the basic cyber security practice circulated by this office time to time and precautions to be taken while using WAN and internet. Some of the recommended practices are attached.
- v. Use of internet for carrying out official work may please be minimized.
- vi. An internet connected PC should not be straight away connected to WAN. It should be formatted and after a fresh installation & updation of OS, it should be connected to WAN. Backup of data should be taken before formatting.

- vii. The users of the computers may not be given the administrative privilege. The administrative rights of a computer should be with the IT team of the office. The users may be given the standard user rights only.
- viii. It has been observed that sometimes the IP address assigned to a WAN PC is changed, this creates reconciliation issues in the reports generated by the NOC SOC team. Therefore, it is advised that the change of IP address of a WAN PC may be avoided. If a PC is to be formatted due to OS crash or technical reason etc, it should be given the same IP address as assigned earlier. A register may be maintained by the maintenance team for the purpose. Also, giving standard rights on the PC to a user will avoid the issue of change of the address by the user himself.

A Frequently Asked Question related to above cited policies is attached herewith for reference.

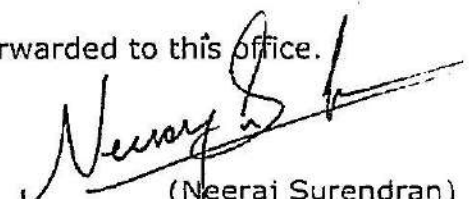
3. Further as per e suchana report, many WAN connected PCs in your organisation are still not added to NOC SOC. The same is to be done by adding agent in PCs by the offices for which necessary support/ training will be provided to them by the NOC SOC team for agent installation. In this regard, you are requested to nominate the representatives from Main office and sub offices (Area Account Office and PAOs) for the same purpose so that online support may be provided to them for installation of agent in the PCs at their end.

4. A schedule for the online/offline support is attached herewith for further action at your end. In this regard, any assistance required may be communicated to [cgdanocsoc.dad@gov.in](mailto:cgdanocsoc.dad@gov.in) with a copy to [cgdanewdelhi@nic.in](mailto:cgdanewdelhi@nic.in) . The team may also be contacted for the same at 011-25665791, 7827989291 (available during office hours).

5. It is also added that a NOC team headed by an officer (not below the level of Group officer) may be formed in your office. The team will be responsible for monitoring the implementation of above mentioned policies. The team will also liaise with this office in the matter related to NOC SOC and security policies.

Action taken report in the matter may please be forwarded to this office.

Jt.CGDA (IT&S) has seen.

  
(Neeraj Surendran)  
Sr. ACGDA(IT)

## Security practices

- i. Usage of strong and unique passwords for all the online accounts. Use different passwords for different online accounts.
- ii. Regularly update all the software on internet connected computers and other devices. Install a reputed anti-virus solution on systems, keep it updated. The Operating systems to be updated as and when pointed out by the system
- iii. Identify and classify sensitive/personal data and apply measures for encrypting such data in transit and at rest.
- iv. Only nic, gov domain email to be used for official work.

Followings steps should be followed for prevention in email data breaches:

- i. The user needs to change the password from a computer which is Virus/malware free.
- ii. In case, the email is to be accessed on internet connected computer, the computer should have updated antivirus software and updated OS as well.
- iii. Check whether any key logger is present in the system.
- iv. The users need to ensure that the "REMEMBER PASSWORD" option isn't configured anywhere i.e in the browser or in POP client i.e outlook, thunder bird etc.
- v. The users should be advised not to click on any link received through email. If the email has been received from Govt domain id (@gov.in/nic.in etc), the user should first verify the authenticity of such mails.

Access Control to secure areas:

- i. It may be ensured that only authorized personnel has access to server/router/switches of the office.
- ii. Visitors/technical personnel requiring access to the server/router/switch shall be accompanied by authorized personnel. A log for the same is to be maintained duly capturing the name of the individual, purpose of visit, date & time signature of accompanying person.
- iii. If required, Access control mechanism may be installed for the rooms housing the above mentioned equipments.

FAQs

SNo	Query	Answer
1	How to transfer the data between two WAN connected computers	For transferring the data among the WAN connected computers folder sharing can be used. In case, confidential data is to be transferred, the same can be done through IP messenger tool available on NOC-SOC ftp server.
2	How to transfer the data from internet connected computer to a WAN computer and vice-versa	The same can be done through the briefcase utility of NIC email id as NIC email is available on DAD WAN as well. The briefcase can hold upto 1 GB of data. It may be ensured that once the data has been copied on the destined computer, the same is deleted from briefcase as well as its trash.
3	How to install a software on a WAN connected computer as USB, DVD/CD ROM are disabled.	A repository of software (FTP server ftp://10.51.174.198/) has been made in this office which is available on WAN. General purpose software like open office, adobe reader, browser etc are available on the server. In case, an office requires specific software, a formal request may be sent to this office for necessary action in the matter.
4	What is the process, if a PG on a WAN is to be connected on internet.	The matter may be taken up with HQrs WAN team with a formal letter duly signed by the Nodal officer stating the reason for shifting. The NOC SOC team of HQrs office will then liaise with the concerned office for the necessary action. The data available in the system may be moved to another system of WAN before connecting it to internet.
5	If a WAN connected PC require some updation in OS due to any reason.	The case may be sent to HQrs office duly stating the requirement for necessary action at this end.

**Schedule for offline support for adding WAN connected PCs in NOC SOC**

Dates	Name of Controller	Name of Engineer
29/09/2023	CDA (Army) Delhi Cantt	Shri Hitesh & Shri Kernal
29/09/2023 & 03/10/2023	PCDA (BR) Delhi Cantt	Shri Vishnu
03/10/2023	CDA (N/GG) Delhi	Shri Hitesh & Shri Kernal
04/10/2023	PCDA (RnD) New Delhi	Shri Hitesh & Shri Kernal
05/10/2023	PCDA (AF) New Delhi	Shri Hitesh & Shri Kernal
06/10/2023	CDA (IDS) Delhi	Shri Vishnu & Shri Rohit

**Schedule for online support for adding WAN connected PCs in NOC SOC**

Dates	Name of Controller	Name of Engineer
09/10/23 to 13/10/23	CDA PATNA	Shri Hitesh
	CDA Chennai	Shri Kernal
	CDA Guwahati	Shri Vishnu
16/10/23 to 20/10/23	PCDA Bangalore	Shri Hitesh
	PCDA (AF) Dehradun	Shri Kernal
	PCDA (P) Prayagraj	Shri Vishnu
23/10/23 to 27/10/23	CDA CSD Mumbai	Shri Hitesh
	PCDA (O) Pune	Shri Kernal
	PCDA (SC) Pune	Shri Vishnu
30/10/23 to 03/11/23	PCDA (WC) Chandigarh	Shri Hitesh
	PCDA (Navy) Mumbai	Shri Kernal
	PCDA (NC) Jammu	Shri Vishnu
06/11/23 to 08/11/23	PCDA (CC) Lucknow	Shri Hitesh
	PCDA (RnD) Bangalore	Shri Kernal
	PCDA (RnD) Hyderabad	Shri Vishnu
09/11/23 to 10/11/23	CDA Secundrabad	Shri Hitesh
	PCDA (SWC) Jaipur	Shri Kernal & Shri Vishnu