



“हिन्दी भाषा राष्ट्र निर्माण में सहायक है”

	<p>रक्षा लेखा प्रधान नियंत्रक (मध्यकमान) 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 फैक्स 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>	 आजादी का अमृत महोत्सव
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**Important Circular**

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

Dated 06/09/2023

To

The Officer-in-Charge

All sections of Main Office

All Sub Offices under PCDA(CC)

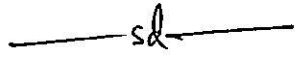
**Sub: Standard Operating Procedure (SOP) for MoD Net/Internet Users.**

**Ref: CGDA Hqrs office circular No.Mech/IT&S/810/Cyber Security/Misc dated 04-09-2023 (copy enclosed).**

In view of the increasing number of cyber threats and compromise incidents, a SOP for endpoint users has been circulated vide CGDA Hqrs office circular cited above.

A copy of the SOP is enclosed for strict compliance and disseminating the instructions contained therein, to all officials.

Encls.- As above

  
Sr.A.O.(IT&S)

Copy to-

OA Cell(Local)

For uploading on website.

  
Sr.A.O.(IT&S)

रक्षा लेखा महानियंत्रक

उलान बटारोड, पालम, दिल्ली छावनी-110010

Controller General of Defence Accounts

Ulan Batar Road, Palam, Delhi Cantt.- 110010

(IT&S Wing)

cgdaewdelhi@nic.in

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

Date: 04/09/2023

To

All PCs/DA/Cs/DA/PrIFA/IFA/PCA(Fys)  
(through DAD WAN/email)

Sub: Standard Operating Procedure (SOP) for MoD Net/Internet Users.

In view of the increasing number of cyber threats and compromise incidents, a Standard Operating Procedure (SOP) for endpoint users is circulated by MoD :

Standard Operating Procedure (SOP) for MoDNet/Internet users :

- a) It is mandated to use any hardened Linux or Maya-OS along with chakra agent, in all the internet facing endpoints/PC's of MoD.
- b) No data processing or transmission of classified data, confidential and above, should be done on Internet endpoints/PC's, separate non Internet connected work PCs to be used by all departments.
- c) All the officials/staff while receiving mail with attachments should due diligently cross verify the credentials of the sender before downloading the attachment clicking on any link.
- d) In case any call is received pertaining to any mail attachment or password thereof, the credibility of the caller should be ascertained by giving a call back to the calling number. Only landline numbers should be accepted for such verification.
- e) MoDNet Intranet (Air gapped network) to be used for data transmission/official work in DoD, DDP, DESW and MoD Fin.
- f) Usage of smartphones to be restricted and non approved officials/staff should not be allowed access of smartphone at workplace.
- g) Ensure that no internet dongles/Mobile devices/WiFi/USB storage devices are plugged into Intranet (Air gapped, Network) systems/MoDNet.
- h) MeitY guidelines on the usage of Operating system to be followed in respect of standalone/intranet PC's/System. It should be ensured that operating systems are kept up to date with the latest authentic patch releases.

All the Controllers are advised to ensure compliance of the SOP given above and disseminate these to all the officials of their sections and sub offices for strict compliance.

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IT&S

SAD (E DA)  
AMD

Please incorporate  
it in the ppt for  
presentation on Friday

Praveen  
05/9/23

Neeraj Surendran  
Sr. AC/DA (IT&S)

Sh. S. P. Singh, AAO  
for m.a. pd.  
6/9/23