



भारतीय राष्ट्रीय राजमार्ग प्राधिकरण
(सड़क परिवहन और राजमार्ग मंत्रालय)
National Highways Authority of India

(Ministry of Road Transport and Highways)
जी-5 एय 6, सेक्टर-10, द्वारका, नई दिल्ली - 110 075
G-5 & 6, Sector-10, Dwarka, New Delhi-110075

No. : 11013/97/2012/IT / 121

दूरभाष / Phone : 91-11-25074100/25074200
फैक्स / Fax : 91-11-25093507 / 25093514
एक्स. / Extn : 2223 / 2318 / 2468 / 2553

26 November 2013

CIRCULAR

Sub. : IT Policy in NHA – DO's and Don'ts

As per circular dated 28th January 2013 (*copy enclosed for ready reference*) all the users are advised to change their passwords frequently to enable the security of the IT system and prevent any unauthorized intrusion activity. However, recent information received from CERT-IN has highlighted IT security breaches by one of the computer.

2. It has been observed that some users are still having blank passwords or have not changed password of their respective e-mail accounts. Hence, it is once again reiterated that to avoid such repetition, the following steps needs to be ensured by all the users:-

DO's :-

- Password must be changed on regular intervals.
- Use of external mass storage device like USB drives should be limited. Users should scan the USB pen drives or hard disk for viruses before use.
- Please ensure that the official mail id is not used to register on any unwanted websites.
- Internet should be used strictly for official purpose only.
- Lock or log out or shut-down your computer systems and peripherals after you have finished work /before leaving for the day.
- Do scan all email attachments for viruses before opening them.
- Only give your email address to people you know.

Don'ts :-

- Don't access material that could offend others.
- Don't let anyone else use any of your accounts or share your password with anyone.
- Don't download videos, music or anything else that's copyrighted by other people.
- Don't install unlicensed or malicious software.
- Don't open emails from unknown/suspicious sources
- Don't use illegal/pirated software and programs.
- Don't download data from doubtful sources.
- Don't visit untrustworthy sites out of curiosity, or access the URLs provided in those websites
- Don't download programs without permission of the copyright owner or licensee.

3. A small core team of M/s. Dimension Data India Ltd. and M/s. Accenture Services Pvt. Ltd. has been asked to carry-out necessary checks of NHA systems. Hence, the users are requested to cooperate with the team by allowing them to check their system.

4. In case of any assistance feel free to contact IT Helpdesk at Extension no. 1310 or Team Leader at 1210.

5. All officers/ staff are requested to comply with above.

To,

All Officer / Staff at HQs

(P C Arya)
General Manager (Tech.)/P&IS

26/11/13
(P C Arya)