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भारतीय राष्ट्रीय राजमार्ग प्राधिकरण  
National Highways Authority of India  
(Ministry of Road Transport and Highways)

की-5 एच 8, फ्लोर-10, अरवली, नई दिल्ली-110075  
G-5 & 6, Sector-10, Dwarka, New Delhi-110075

No. 11013/97/2012/IT

CIRCULAR

28<sup>th</sup> January 2013

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

As per policy circular dated 04.06.2007 all the users are advised to change their passwords frequently to enable the security in the system and prevent any unauthorized intrusion activity. However, it has been observed that some users are still having blank passwords or have not changed password of their respective e-mail accounts. It was brought to our knowledge that one of the computer was compromised on grounds of integrity and data security.

2. 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. In case of any assistance feel free to contact IT Helpdesk at Extension no. 1310 or Team Leader at 1210.
4. All officers/ staff are requested to comply with above
5. This issues with the approval of Competent Authority.

To  
All Officers & Staff at HOs / All FIO's

Copy to  
PS to Chairman/Members

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