

GOVERNMENT OF TELANGANA
HIGHER EDUCATION (MC) DEPARTMENT

Memo.No.747/MC/2022

Dated:12.07.2022

Sub:- Higher Education Department - Cyber Security Guidelines for Government Employees" – communicated – Regarding.

Ref:- From General Administration (General, L&C) Department Secretariat Hyderabad, U.O.Note.No.3964/Genl., L&C/2022, dated:01.07.2022.

A copy of the reference cited together with its enclosure is sent herewith to all the Heads of Department under control of Higher Education Department mentioned in address entries for kind information and they are requested to circulate these guidelines amongst all officers/employees including outsourced/contractual manpower to follow these guidelines for strict compliance.

A.MALLA REDDY
ADDITIONAL SECRETARY TO GOVERNMENT

To

The Commissioner of Technical Education, Telangana state, Hyderabad.(w.e)

The Commissioner of Collegiate Education Telangana, Hyderabad.(w.e)

The Commissioner of Intermediate Education, Telangana, State, Hyderabad. (w.e)

The Director, State Archives & Research Institute, Tarnaka, Hyderabad. (w.e)

The Director, Oriental Manuscripts Library & Research Institute, OU Campus, Hyderabad. (w.e)

Copy to:

The Secretary, Telangana State Council of Higher Education Hyderabad.(w.e)
Sc/Sf.

//FORWARDED :: BY ORDER//

SECTION OFFICER

719

**GOVERNMENT OF TELANGANA
GENERAL ADMINISTRATION (GENERAL,L&C) DEPARTMENT**

U.O.Note.No.3964/ Genl.,L&C /2022

Dated:01.07.2022

Sub:- General Administration Department – "Cyber Security Guidelines for Government Employees" -- Communicated – Reg.

Ref:- From Deputy Director General, National Informatics Centre, Ministry of Electronics & Information Technology, New Delhi, GOI, E-mail dt:13.06.2022 and from Admin, E-mail Team, IT, E & C Department, E-mail, Dt:27.06.2022.

A copy of the reference cited along with the "Cyber Security Guidelines for Government Employees" is herewith communicated to the Departments mentioned in the address entry. They are requested to circulate these guidelines amongst all Officers, Employees including the outsourced/contractual manpower to follow these guidelines for strict compliance by all.


**CH. SRINIVASA RAO
DEPUTY SECRETARY TO GOVERNMENT (ACCOM.)**

To
All Secretariat Departments (w.e.) (with a request to communicate to HoD's under their control)
All HoD's of General Administration Department (w.e.)

Copy to :

All Circulating Officers in General Administration Department (w.e.)
All Sections in General Administration Department (w.e.)
The Deputy Director General,
National Informatics Centre,
Ministry of Electronics & Information Technology,
New Delhi, GOI
The ITE & C Department
SF/SC.

//FORWARDED::BY ORDER//


SECTION OFFICER

Email

Prl.Secy (Poll), Telangana

Cyber Security Guidelines for Government Employees - issued For wide circulation and strict compliance

From : Dr. Seema Khanna <seema@gov.in>

Mon, Jun 13, 2022 11:46 PM

Subject : Cyber Security Guidelines for Government Employees - issued For wide circulation and strict compliance

To : prlsecy poll gad <prlsecy_poll_gad@telangana.gov.in>

Dear Sir/Madam

Please find the link to the "[Cyber Security Guidelines for Government Employees](#)".

The guideline specifies the "do's and don'ts" with respect to cyber security and ensuring proper cyber security hygiene in the government offices including the contractual/outourced manpower.

It is requested that these guidelines maybe circulated amongst all officers in your State/Ministry/Department for compliance by all, including the outsourced/contractual manpower.

This mail is being sent on the directions of Director General, National Informatics Centre .

Regards,

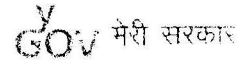
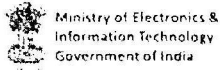
Seema Khanna

Deputy Director General

National Informatics Centre

Ministry of Electronics & Information Technology

Government of India



DS (Genl Lec)
Acmn



3964

30.6.2022.

[Allusers-telangana] ITE&C Dept. - Cyber Security Guidelines for Government Employees - Communicate - Reg.

From : mail.support <mail.support@telangana.gov.in>

Mon, Jun 27, 2022 02:27 PM

Subject : [Allusers-telangana] ITE&C Dept. - Cyber Security Guidelines for Government Employees - Communicate - Reg.

1 attachment

To : allusers-telangana@ismgr.nic.in

All Government employees,

All Government employees, including temporary, contractual/outsourced resources are required strictly adhere to the guidelines mentioned in this document. Any non-compliance may be acted upon by the respective CISOs/Department heads.

If any queries regarding mail id please contact given mobile numbers.

Thanks & Regards,
Komala
Admin,E-Mail Team
ITE&C
TS Secretariat,BRKR Bhavan
Hyderabad
9154830583/84
Mail.support@telangana.gov.in



Allusers-telangana mailing list -- allusers-telangana@ismgr.nic.in

Cyber Security Guidelines for Government Employees.pdf
2 MB



JS (OP-1)
C96.



29/6/22

RESTRICTED

Government of India
Cyber Security Do's & Don'ts

Cyber Security Guidelines for Government Employees



MINISTRY OF ELECTRONICS & INFORMATION TECHNOLOGY



A-Block, CGO Complex
New Delhi – 110003
Website: <https://www.nic.in/>

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| S.No | Name | Designation | Role |
|------|--------------------------|----------------------|---------------------|
| 1 | Shri Alkesh Kumar Sharma | Secretary, MeitY | Approving Authority |
| 2 | Dr Rajendra Kumar | AS, MeitY | Reviewer |
| 2 | Shri Rajesh Gera | DG, NIC | Reviewer |
| 3 | Dr. Sanjay Bahl | DG, CERT-In | Reviewer |
| 4 | Shri R.S. Mani | DDG, NIC | Reviewer |
| 5 | Shri C.J. Antony | DDG, NIC | Reviewer |
| 6 | Dr. Seema Khanna | DDG, NIC | Reviewer |
| 7 | Shri S.S. Sharma | Scientist-F, CERT-In | Reviewer |
| 8 | Shri Hari Haran | SSA, NIC | Author |

SECURITY CLASSIFICATION: Restricted**VERSION HISTORY:**

| Issue Date | Effective Date | Description |
|------------|----------------|---|
| 1.1 | 7-Jun-2022 | Draft- Added Section-5, Cyber Security Resources |
| 1.2 | 8-Jun-2022 | Draft – Added inputs from CERT-In and included DNS Server IPv4 and IPv6 IP addresses. |
| 1.3 | 10-Jun-2022 | Final Release |

RESTRICTED

Government of India
Cyber Security Do's & Don'ts

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DISTRIBUTION LIST:

The following persons hold copies of the documents; all amendments and updates to the document must be distributed to the distribution list.

| S.No. | Name | Location | Document type |
|-------|---------------------------------------|--------------|---------------|
| 1 | Government Ministries and Departments | Across India | Soft copy |

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This document contains restricted information pertaining to the National Informatics Centre. The access level for the document is specified above. The addressee should honor this access right by preventing intentional or accidental access outside the access scope.

DISCLAIMER:

This document is solely for the information of the government employees and outsourced/contractual resources and it should not be used, circulated, quoted or otherwise referred to for any other purpose, nor included or referred to in whole or in part in any document without our prior written consent of NIC/MeitY.

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1 INTRODUCTION

Information and communication technologies (ICT) have become ubiquitous amongst government ministries and departments across the country. The increasing adoption and use of ICT has increased the attack surface and threat perception to government, due to lack of proper cyber security practices followed on the ground. In order to sensitize the government employees and contractual/outsourced resources and build awareness amongst them on what to do and what not to do from a cyber security perspective, these guidelines have been compiled. By following uniform cyber security guidelines in government offices across the country, the security posture of the government can be improved.

2 CYBER SECURITY DO'S

1. Use complex passwords with a minimum length of 8 characters, using a combination of capital letters, small letters, numbers and special characters.
2. Change your passwords at least once in 45 days.
3. Use multi-factor authentication, wherever available.
4. Save your data and files on the secondary drive (ex: d:\).
5. Maintain an offline backup of your critical data.
6. Keep your Operating System and BIOS firmware updated with the latest updates/patches.
7. Install enterprise antivirus client offered by the government on your official desktops/laptops. Ensure that the antivirus client is updated with the latest virus definitions, signatures and patches.
8. Configure NIC's DNS Server IP (IPv4: 1.10.10.10 / IPv6: 2409::1) in your system's DNS Settings.

9. Configure NIC's NTP Service (samay1.nic.in, samay2.nic.in) in your system's NTP Settings for time synchronization.
10. Use authorized and licensed software only.
11. Ensure that proper security hardening is done on the systems.
12. When you leave your desk temporarily, always lock/log-off from your computer session.
13. When you leave office, ensure that your computer and printers are properly shutdown.
14. Keep your printer's software updated with the latest updates/patches.
15. Setup unique passcodes for shared printers.
16. Use a Hardware Virtual Private Network (VPN) Token for connecting privately to any IT assets located in the Data Centres.
17. Keep the GPS, bluetooth, NFC and other sensors disabled on your computers and mobile phones. They maybe enabled only when required.
18. Download Apps from official app stores of google (for android) and apple (for iOS).
19. Before downloading an App, check the popularity of the app and read the user reviews. Observe caution before downloading any app which has a bad reputation or less user base, etc.
20. Use a Standard User (non-administrator) account for accessing your computer/laptops for regular work.
21. While sending any important information or document over electronic medium, kindly encrypt the data before transmission. You can use a licensed

encryption software or an Open PGP based encryption or add the files to a compressed zip and protect the zip with a password. The password for opening the protected files should be shared with the recipient through an alternative communication medium like SMS, Sandes, etc.

22. Observe caution while opening any shortened uniform resource locator (URLs) (ex: tinyurl.com/ab534/). Many malwares and phishing sites abuse URL shortener services.
23. Observe caution while opening any links shared through SMS or social media, etc., where the links are preceded by exciting offers/discounts, etc., or may claim to provide details about any current affairs. Such links may lead to a phishing/malware webpage, which could compromise your device.
24. Report suspicious emails or any security incident to incident@cert-in.org.in and incident@nic-cert.nic.in.
25. Adhere to the security advisories published by NIC-CERT (<https://nic-cert.nic.in/advisories.jsp>) and CERT-In (<https://www.cert-in.org.in>).

3 CYBER SECURITY DON'TS

1. Don't use the same password in multiple services/websites/apps.
2. Don't save your passwords in the browser or in any unprotected documents.
3. Don't write down any passwords, IP addresses, network diagrams or other sensitive information on any unsecured material (ex: sticky/post-it notes, plain paper pinned or posted on your table, etc.)

4. Don't save your data and files on the system drive (Ex: c:\ or root).
5. Don't upload or save any internal/restricted/confidential government data or files on any non-government cloud service (ex: google drive, dropbox, etc.).
6. Don't use obsolete or unsupported Operating Systems.
7. Don't use any 3rd party DNS Service or NTP Service.
8. Don't use any 3rd party anonymization services (ex: Nord VPN, Express VPN, Tor, Proxies, etc.).
9. Don't use any 3rd party toolbars (ex: download manager, weather tool bar, askme tool bar, etc.) in your internet browser.
10. Don't install or use any pirated software (ex: cracks, keygen, etc.).
11. Don't open any links or attachments contained in the emails sent by any unknown sender.
12. Don't share system passwords or printer passcode or Wi-Fi passwords with any unauthorized persons.
13. Don't allow internet access to the printer.
14. Don't allow printer to store its print history.
15. Don't disclose any sensitive details on social media or 3rd party messaging apps.
16. Don't plug-in any unauthorized external devices, including USB drives shared by any unknown person
17. Don't use any unauthorized remote administration tools (ex: Teamviewer, Ammy admin, anydesk, etc.)

18. Don't use any unauthorized 3rd party video conferencing or collaboration tools for conducting sensitive internal meetings and discussions.
19. Don't use any external email services for official communication.
20. Don't jailbreak or root your mobile phone.
21. Don't use administrator account or any other account with administrative privilege for your regular work.
22. Don't use any external mobile App based scanner services (ex: Camscanner) for scanning internal government documents.
23. Don't use any external websites or cloud-based services for converting/compressing a government document (ex: word to pdf or file size compression)
24. Don't share any sensitive information with any unauthorized or unknown person over telephone or through any other medium.

4 CYBER SECURITY RESOURCES

The following resources may be referred for more details regarding the cyber security related notifications/information published by Government of India:

| S.No | Resource URL | Description |
|------|---|--|
| 1 | https://www.meity.gov.in/cyber-security-division | Laws, Policies & Guidelines |
| 2 | https://www.cert-in.org.in | Security Advisories, Guidelines & Alerts |
| 3 | https://nic-cert.nic.in | Security Advisories, Guidelines & Alerts |
| 4 | https://www.csk.gov.in | Security Tools & Best Practices |
| 5 | https://infosecawareness.in/ | Security Awareness Materials |
| 6 | http://cybercrime.gov.in | Report Cyber Crime, Cyber Safety Tips |

5 COMPLIANCE

All government employees, including temporary, contractual/outsourced resources are required to strictly adhere to the guidelines mentioned in this document. Any non-compliance may be acted upon by the respective CISOs/Department heads.