



# भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण

( पोत परिवहन मंत्रालय, भारत सरकार )

मुख्यालय : ए-13, सेक्टर-1, नौएडा-201 301, (उ० प्र०)

## INLAND WATERWAYS AUTHORITY OF INDIA

(Ministry of Shipping, Govt. of India)

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No. IWAI-16016/3/2018-1

Dated 01.09.2020

### CIRCULAR

**Subject :- Security Measures for e-office and e mail.**

IWAI has adopted and implemented e office at Head Office and all Regional Offices. Using office e-office has its advantage of working in paperless office and its resulting in maintaining the transparency and accountability. While is has its advantages and benefits it also poses a threat of security which may be in the form of data theft, leakage and misuse of information.

2. The e office is a platform which is offered by nic and is linked to e mail of nic provide to officers and officials. The e-mail and e-office of though being used by officers may also be operated by their personal staff. This usage leaves a grey area which need to addressed and security measures are to be regularly informed to the officers and official.

3. For safe operation of e-mail and e-office below mentioned security measures could be followed / adhered :-

1. Frequently change NIC email password.
2. Keep password strong and varied (follow strict password generation policies).
3. Don't share Office password with others and keep it secure and safe.
4. Always, logout from e-office before leaving office/ desk.
5. Keep system updated with latest Antivirus definition release.
6. Do not download the Noting's, Draft, Correspondence or Any other document from E-Office to your computer, locally.
7. Frequently, clear browser cache and cookies.
8. Always, send files by using e-sign or DSC sign for more security in E-Office.
9. Always keep track of file movements in E-Office.
10. Remove DSC dongle and keep it safe with you, once you complete your work in E-Office.
11. Officer is individually responsible for safe operation of his official e-mail and e-office and will remained informed and abide by all binding security guidelines.

4. All concerned officers / officials may follow and adhere to the aforesaid mentioned security measures for operating e-office and e-mail.

  
(Umesh Kumar Sahai)  
Deputy Secretary (IT)

To,

**Copy to :- (By E-Mail)**

- i) Chief Engineer (Technical)/ Chief Engineer-Project Manager (JMVP)/ / Hydrographic Chief/ Director (F&A)/ Director (M)/ Director (NER)/ Director (Traffic)/ Director (Technical)/ Director (Hydrography)/ Director (Hy&V)/ Assistant Secretary (Estt.)/ Assistant Secretary (Admn. & Rectt.), IWAI, Noida.
- ii) Director (I/c) , IWAI, Patna, Kochi
- iii) Director, IWAI, Kolkata / Guwahati.
- iv) Officer-In-charge of Sub-offices – Varanasi, Allahabad, Sahibganj, Farraka, Vijayawada, Bhubaneshwar.
- v) PCSA, IWAI, Noida – For uploading on IWAI Website.
- vi) Hindi Cell – For Hindi Translation.

**Copy for kind information to :- (By E-Mail)**

PPS/ PS/ PA to Chairperson/ Vice-Chairman/ Member (Finance)/ Member (Technical)/ Member (Traffic)/ Secretary, IWAI, Noida.