



प्रणाली एवं आंकड़ा प्रबंधन महानिदेशालय,
केंद्रीय अप्रत्यक्ष कर एवं सीमा शुल्क बोर्ड
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Advisory SI/05/2022**Guidelines/Best Practices to be followed while using office IT Infrastructure**

There is an overwhelming increase in dependencies on use of internet while accessing various documents/ information in everyone day-to-day activities whether it relates to organizational or personal space. Number of instances are being reported where organization's/ personal IT devices are getting compromised leading to leakage of sensitive documents/ information.

2.0 A detailed office memorandum No. F.No. N-24011/1/2022 dated 30/03/22 has been issued by Department of Revenue (DoR) on Guidelines/Best Practices to be followed while using office IT Infrastructure (copy enclosed). Guideline being self-contained and exhaustive, each officer of field formations may be sensitized and encouraged to follow the security protocols as given in the enclosed memorandum of DoR for effective protection and minimization of risk from any possible attacks such as social engineering, malware, ransomware etc.

Enclosure- DoR OM dated 30.03.2022

(Vinayak Chandra Gupta)

CISO & Additional Director General (Systems)