

MOST URGENT

Government of NCT of Delhi
Information Technology Department
9th Level, B-Wing, Delhi Secretariat, New Delhi-110002
<https://it.delhi.gov.in/>

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All ACSs/Pr. Secretaries/Secretaries/HoDs/All Local Bodies/
Boards/Commissions, Govt. of NCT of Delhi

Subject: Advisory/Guidelines for ensuring Cybersecurity of Govt. IT Infra- reg

Madam/Sir,

As the safety of IT Infrastructure is most important and any breach may lead to bad name to the Delhi Government, hence all departments of GNCTD, must ensure to adopt following proactive steps to safeguard IT Infrastructure from any cyber incident:

- *Nominate Assistant Chief Information Security Officer (ACISO) as Single Point of Contact (SPoC) in your Department on priority.*
- *All the websites/application running in departments must possess valid security audit certificate.*
- *Don't open and download any anonymous link/website/attachment in the premises of Office Machine.*
- *Use only NIC email for official communication. Avoid third party communication channel for official purpose.*
- *Don't use pirated software in Office Machine. Use antivirus in machine.*
- *Proper Shut down the machine while leaving office.*
- *Enforce Strong password and Multifactor Authentication (MFA) for accessing any sensitive data/information.*
- *Don't share your password to anyone.*
- *Manage inventory of IT infrastructure installed in department and Schedule/take back up of your data as per policy.*
- *Keep all the devices/OS/software/SSL installed in office, up to date.*
- *Report cyber incident immediately at 1930/ incident@cert-in.org.in, incident@nic-cert.nic.in, if any occur.*

This issues with the approval of competent authority.

(K.Murugan)

Chief Information Security Officer, Delhi

Copy for information:

1. Secretary to Hon'ble Minister (IT), GNCTD
2. SO to Chief Secretary, GNCTD
3. PS to Pr. Secretary (IT), GNCTD
4. PA to Special Secretary (IT), GNCTD
5. SIO, NIC, Delhi State Unit
6. Website In-charge to upload on IT Department's Website.