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**DIRECTORATE GENERAL OF VIGILANCE
CUSTOMS & CENTRAL EXCISE
SOUTH ZONAL UNIT
5TH FLOOR, KRISHNA BLOCK, CUSTOM HOUSE
60, RAJAJI SALAI, CHENNAI 600 001.**

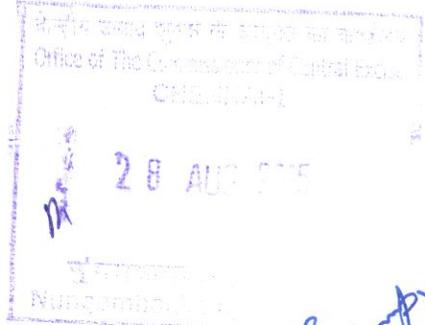
C.No.II/39/93/2015- Dte. Vig *1950*

Date : 26.08.2015

To

The Principal Commissioner of Central Excise,
Chennai I Commissionerate,
26/1, Mahatma Gandhi Road, Nungambakkam,
Chennai-600 034.

*Ab. circular
Preventive*



Sir,

Sub: Misuse of user ids and password in organization – preventive
vigilance measures - Reg.

A-c Computers

Please find enclosed herewith the CVC's Circular No.09/07/2015 dated 30.07.15 issued under F.No.010/VGL/080-290733 dated 30.7.15 on the above subject.

2. It is requested that the preventive measures contained in the said circular may please be brought to the notice of the field formations under your charge for strict compliance. Implementation of the said measures may be ensured by conducting periodic inspections/checks by the senior officers.

Yours faithfully,

Encl: As above.

Shrawan
26/8/15
(SHRAWAN KUMAR)
ADDITIONAL DIRECTOR GENERAL

Telegraphic Address :
"SATARKTA: New Delhi

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cenvigil@nic.in

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सत्यमेव जयते

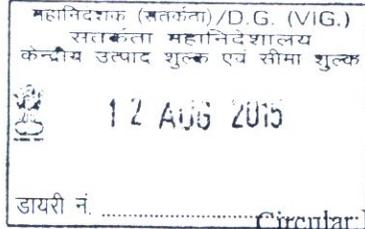
केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION



सतर्कता भवन, जी.पी.ओ. कॉम्प्लैक्स,
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023
Satarkta Bhawan, G.P.O. Complex,
Block A, INA, New Delhi 110023

सं./No....010/VGL/080-290.733.....

दिनांक / Dated.....30.07.2015.....



डायरी नं.Circular No. 09/07/2015

Subject:- Misuse of user ids and passwords in organisations – preventive vigilance measures.

The Commission has late observed that in many cases relating to Banking Sector, Insurance Sector, CPSEs and even in other organisations functioning in a computerised environment, frauds are being perpetrated on account of the officer(s) sharing their user id and password with unauthorised persons and/or not disabling them on transfer/retirement/suspension/long leave of officers; not frequently changing the passwords, etc. The Commission is of the view that periodic change of passwords by officers would be an important preventive vigilance measure to address the issues. Mail ids, user ids etc. for accessing the secure systems should be disabled once an officer superannuates/placed under suspension/not required to perform any function on account of proceeding on long leave, training, deputation, transfer etc. Introducing a provision in the system/software itself at a pre-decided time period (i.e., a fortnight or a month) to change password could also be one of the options for preventing misuse by unauthorised persons.

2. In addition, it also needs to be ensured by way of periodic surprise inspections / checks by next higher authority / controlling officers as to whether the user ids and password are being shared by the officers with any unauthorised persons.

3. The Commission, vide circular No. 38/11/10 dated 30.11.2010, advised CVOs of all Public Sector Banks to ensure secrecy of employees' passwords and also keep on changing them frequently so that frauds being committed on account of misuse of passwords of employees may be avoided in the Public Sector Bank. CVOs of Banks were to take suitable action and regularly monitor secrecy of passwords and any instances of casual approach by any password holder was to be dealt ruthlessly by the concerned bank as the same may put huge funds at risk. It appears that the spirit of the circular is not being implemented

4. CVOs may, therefore, bring the above preventive measures to the notice of concerned authorities in their organisation and also ensure that periodic inspections / checks are conducted to ensure complete implementation.

5. CVOs are further advised to send an action report in this regard of the verification conducted by them or the supervisory officers in their organisation within a month by mail to coord1-cvc@nic.in.

[J. Vinod Kumar]

Officer on Special Duty

All CVOs of Ministries / Departments / CPSUs / Public Sector Banks / Insurance Companies / Autonomous Organisations / Societies etc.