



रीजनल इंस्टिट्यूट ऑफ पैरामेडिकल एंड नर्सिंग साइंसेज REGIONAL INSTITUTE OF PARAMEDICAL AND NURSING SCIENCES

70

(स्वायत्त संस्थान, अधीनस्थ स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार)
(An autonomous Institute under Ministry of Health & Family Welfare, Govt. of India)

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CIRCULAR

Dated Aizawl the 16 August, 2024

No. D.19015/7/2022-RIPANS/70 : In compliance with the Ministry's letter dated 14th August, 2024. This is for information to all staff that they should follow Dos and Don'ts for Cyber Security Guidelines for Officials.

DOs

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 120 days.
3. Use multi-factor authentication, wherever available.
4. Save your data and files on the secondary drive (ex: d:\) and maintain an offline backup of your critical data.
5. Ensure your system is updated with the latest patches/updates.
6. Ensure UEM (KACE) and EDR (Sentinel One) antivirus is installed.
7. Use authorized and licensed software only and Download genuine Apps from official sites.
8. When you leave your desk temporarily, always lock/log-off from your computer session.
9. When you leave office, ensure that your computer and printers are properly shutdown and powered off.
10. Keep the GPS, Bluetooth, Hotspots, NFC and other sensors disabled on your computers and mobile phones. Enable only when required.
11. Use a Standard User (non-administrator) account for accessing your computer/laptops for regular work.
12. Observe caution while opening any shortened URLs (ex: tinyurl.com/ab534/ and bit.ly/3qab) and any links shared through SMS or social media, etc that are preceded by exciting offers/discounts, etc. Such links may lead to a phishing/malware webpage and compromise your device.
13. Report suspicious emails or any security incident to incident@cert-in.org.in and incident@nic-cert.nic.in.

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 unsecured material (ex: sticky/post-it notes, plain paper pinned or posted on your table, etc.)
3. Don't save your data and files on the system drive (Ex: c:\ or root).
4. Don't upload or save any internal/restricted/confidential government data or files on any non-government cloud service (ex: google drive, dropbox, etc.).
5. Don't install or use any pirated software (ex: cracks, keygen, etc.).
6. Don't use obsolete or unsupported Operating Systems.
7. Don't use any 3rd party toolbars (ex: download manager, weather tool bar, ask me tool bar, etc.) in your internet browser.
8. Don't open any links or attachments contained in the emails sent by any unknown sender.
9. Don't disclose any sensitive details on social media or 3rd party messaging apps.


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(डॉ. संजय डी. सावंत/Dr. SANJAY D. SAWANT)

निर्देशक/Director

रीजनल इंस्टिट्यूट ऑफ पैरामेडिकल/Regional Institute of Paramedical

& नर्सिंग साइंसेज /Nursing Sciences

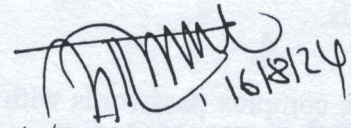
जेमाबोक, आइजोल, मिजोरम/Aizawl, Mizoram

Memo No. D.19015/7/2022-RIPANS /70 (A)

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Copy to:

1. Principal Nursing/All HoDs for information with request to wide circulation their subordinate staff.
2. AO for information with request to wide circulation their subordinate staff.
3. AAO (Accounts) for information with request to wide circulation their subordinate staff.
- ✓ 4. Computer Centre are requested to upload in the Institute website.
5. Office order guard file.



(डॉ. संजय डी. सावंत/Dr. SANJAY D. SAWANT)

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