



कार्यालय ,रक्षा लेखा नियंत्रक  
नं. 1स्टाफ रोड, सिकंदराबाद ,  
**Office of the Controller Of Defence Accounts**  
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सं. NO.ITS/5805/Gen.Corr/CyberSecurity

Date: 19.07.2023

परिपत्र/CIRCULAR

(वेबसाइट के द्वारा/Through Website)

सेवा में,/To

1. र.ले.नि. आई.टी.एस. डी.सी. सिकंदराबाद/The CDA, IT&SDC, Secunderabad
2. प्रभारी संयुक्त नियंत्रक,वे.ले.का (अ.थे) ई.एम.ई. सिबाद/The Jt.CDA i/c, PAO(ORs)EME, Secunderabad
3. प्रभारी उप नियंत्रक,क्षेत्रीय लेखा कार्यालय (थलसेना), वैजाग/ The DCDA i/c, AAO(Army), Visakhapatnam
4. वरिष्ठ उप आई.एफ.ए. आई.एफ.ए. हैदराबाद/ सिकंदराबाद/The Sr.Dy IFA, IFA Hyd/Sec'bad
5. प्रभारी उप नियंत्रक, वे.ले.का (अ.थे) से.आ.कोर. सिकंदराबाद/The DCDA i/c, PAO(ORs)AOC, Secunderabad
6. सभी वरिष्ठ लेखा अधिकारी/ लेखा अधिकारी (स्थानीय) /All SAOs/AOs/Staff(Local)
7. सिकंदराबाद/हैदराबाद/तिरुपति/यद्दुमैलारम में उपस्थित सभी उप-कार्यालय/ All Sub-Offices in Sec'bad/Hyderabad/ Visakhapatnam/Tirupathi/Eddumailaram.

विषय: परामर्शी- रक्षा मंत्रालय के अंदर फिशिंग ई-मेल ।

Sub: Advisory- Phishing email within MoD.

संदर्भ: मुख्यालय कार्यालय का दिनांक 17.07.2023 का पत्रांक Mech/IT&S/810/Cyber Security.

Ref: HQrs Office letter no Mech/IT&S/810/Cyber Security dated 17/07/2023.

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रक्षा मंत्रालय के अंदर फिशिंग ई-मेल पर परामर्शी से संबंधित मुख्यालय कार्यालय के पत्र की एक प्रति आपकी सूचना एवं अनुपालन के लिए संलग्न है। सभी अधिकारियों एवं कर्मचारियों से अनुरोध है कि वे मुख्यालय कार्यालय द्वारा दिये गये साइबर सुरक्षा परामर्शी का सख्ती से अनुसरण करें।

A copy of Hqrs letter containing advisories on phishing emails within MoD is enclosed for information and compliance. All the officers and staff are advised to strictly comply with the advisories.

संलग्न: उपरोक्तानुसार

Encl: As above.

(के गोपीचंद/K GOPICHAND)  
ले.अ (आई.टी) / Accounts Officer(ITS)

“ हर काम देश के नाम ”

## रक्षा लेखा महानियंत्रक



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No: Mech/ IT&S/810/Cyber Security

**Circular**

Date: 17/07/2023

To

All PCsDA/CsDA/PrIFA/IFA/PCA(Fys)  
(through DAD WAN)

**Sub: Advisory - Phishing email within MoD.**

In the wake of recent spate of phishing emails being received within the email IDs, it is advised to all the personnel to be aware of phishing mails and how to prevent cyber incidents due to it.

2. In continuation of all the advisories disseminated earlier, a list of cyber security best practices is mentioned below:

### **Do's :**

- **Be cautious and skeptical:** Always approach emails with caution, especially those from unknown or suspicious sources.
- **Verify the sender:** check the sender's email address and ensure it matches the official contact information of the organization they claim to represent.
- **Check for spelling and grammar errors:** Phishing emails often contain typos, grammatical mistakes or awkward language.
- **Hover before you click:** Hover your mouse over any links in the email to reveal the actual URL. Ensure the URL matches the one displayed in the email and is not a deceptive link.
- **Keep software up to date:** Regularly update your email client, web browser and operating system to protect against known vulnerabilities.
- **Use strong, unique passwords:** Create strong passwords and use a password manager to securely store them.
- **Enable two factor authentication (2FA):** Enable 2FA whenever possible to provide an extra layer of security for your email account.
- **Educate yourself:** Stay informed about the latest phishing and scams to better recognize and avoid them.

### **Don'ts :**

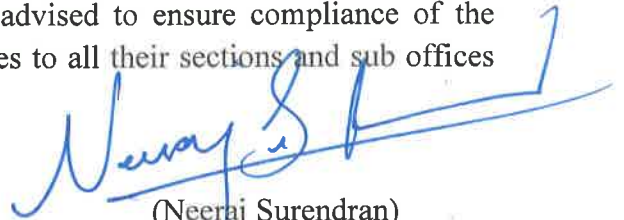
- **Don't click on suspicious links:** Avoid clicking on links in emails unless you are confident about their authenticity.
- **Don't download attachments from unknown sources:** Be cautious when downloading attachments, especially if they are unexpected or from unfamiliar senders.

- **Don't provide personal information:** Legitimate organizations would never ask for personal or financial information via email. Avoid sharing sensitive data like passwords, credit card details, or social security numbers through email.
- **Don't trust urgent or threatening messages:** Phishing emails often use urgent or threatening language to manipulate victims. Be skeptical of such messages and verify their legitimacy through other means.

**Cyber Hygiene Steps:**

- **Use robust email filters:** Enable strong spam filters and configure them to mark or divert suspicious emails to spam folder.
- **Install antivirus and anti-malware software:** Keep your computer protected with up-to-date security software to detect and block phishing attempts.
- **Regularly back up your data:** Create regular backups of important files and data to mitigate the impact of any potential phishing attacks.
- **Report phishing attempts:** If you receive a phishing email, report it to your email provider and relevant authorities so that appropriate action can be taken.
- **Stay updated on security best practices:** Continuously educate yourself about cybersecurity best practices and follow the latest recommendations to enhance your online security.

3. In view of the above, all the Controllers are advised to ensure compliance of the guidelines given above and disseminate these guidelines to all their sections and sub offices for strict compliance.



(Neeraj Surendran)  
Sr. ACGDA (IT&S)