



कार्यालय, रक्षा लेखा नियंत्रक, नं1, स्टाफ रोड,
सिकंदराबाद - 500009

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
NO.1, STAFF ROAD, SECUNDERABAD – 500 009.
PHONE NO : 040-27843385, FAX NO. 040 – 27817275

No. AN/I/2064/VIG

Date :16.10.2015

To

The Vigilance Officers-

1. IT & SDC, Sec'bad
2. PAO (ORs) EME, Sec'bad
3. PAO (ORs) AOC, Sec'bad
4. All Sub-Offices
5. All Group Officers (MO)
6. All SAOs & AOs (MO)
7. All Sections (MO)

Sub: Misuse of user-id and password in organisation – Preventive vigilance measures – reg.

A copy of Central Vigilance Commission Circular No.09/07/2015 bearing No.010/VGL/080-290733 dated 30.07.2015 on the above subject received vide CGDA, Delhi Cantt letter No.AN/XIII/13006/Vol.XXII dt:22.09.2015 is forwarded herewith for information, guidance and compliance.

2. It is requested that the preventive measures as mentioned in above circular may be brought to the notice of concerned authorities and also ensure that periodic inspections/checks are conducted to ensure complete implementation.

3. An action taken report in this regard of the verification conducted by the Vigilance Officer or the supervisory officers in the organisation may please be forwarded to this office by **27.10.2015** positively.

Please acknowledge receipt.

Encl: as above.

Sd/-
(B. Bala Jawahar)
ACDA (AN) & Vigilance Officer.

Copy to:

✓ EDP Centre, Local – For uploading in the website please.

Sd/-
SAO (AN)

8

Telegraphic Address :
"SATARKTA: New Delhi

E-Mail Address
cenvigil@nic.in

Website
www.cvc.nic.in

EPABX
24600200

फैक्स/Fax : 24651186



सत्यमेव जयते

केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION



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

सं./No....010/Y.G.L./080-290733.....

दिनांक / Dated.....30.07.2015.....

Circular No. 09/07/2015

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

The Commission has of 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.