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Government of India
Ministry of Home Affairs
Directorate of Coordination
Police Wireless

CGO Complex, Block No.-9
Date 27th March, 2018

IT Guidelines

All officers/official in this Directorate are advised to follow following Do's/Don'ts:-
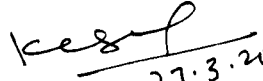
Do's

1. Computers should be password protected..
2. Only original software like operating system, Office, Audio / Video drivers in the system to be used and kept updated.
3. Antivirus software to be kept updated.
4. Firewall to be kept activated.
5. Use officially issued Pen drives in the system.
6. Only officially allotted IP address is to be used.

Don't s

1. Do not share system password with anyone.
2. Do not use Personal USB/Hard disk devices in the system.
3. Do not change IP address.
4. Do not use downloaded Pirated application Software.
4. Do not use official PC for entertainment and leisure such as video watching , playing games.
5. Do not browse objectionable website.

Officer / official to whom computer has been issued shall be held responsible in case above guidelines are violated.

(KC Sharma) 27.3.2018
Joint Director (Admin)

To
1. All DCPW Officers/official through Notice Board/ DCPW website.
2. JAD (IT) for uploading on DCPW website.
3. File

Copy to
1. PPS to Director
2. PA to Addl. Director (HQ)