

	<p style="text-align: center;"> कार्यालयरक्षालेखाप्रधाननियंत्रक Office of the Principal Controller of Defence Accounts सं. 107, लोअरअग्रमरोड, अग्रमपोस्ट, बेंगलूर- 560 007 No.107, Lower Agram Road, Agram Post, Bangalore-560 007</p>	
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**CIRCULAR**

No. EDP/Mech/Gen/Cyber-Diwas

Date: 26-05-2022

To

All sections under PCDA Bangalore

All sub-Offices under PCDA Bangalore

Sub:- Observing 'Cyber Jaagrookta (Awareness) Diwas' on 1<sup>st</sup> June 2022.

A copy of CGDA Hqrs, Delhi Cantt. letter No: Mech/IT&S/810/CyberSecurity dated 24.05.2022 regarding Observation of 'Cyber Jaagrookta Diwas' on first Wednesday of every month is forwarded herewith for necessary action.

The contents of the circular may be brought to the notice of all concerned.

  
GO (EDP)  
26/5/2022



" हर काम देश के नाम "

रक्षा लेखा विभाग(र.ले.वि.) मुख्यालय

उलान बटाररोड, पालम, दिल्ली छावनी-110010

DEFENCE ACCOUNTS DEPARTMENT (DAD) HEADQUARTERS

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**CIRCULAR**

No. Mech/IT&S/810/CyberSecurity

Dated:24.05.2022

To,

All the PCsDA/PIFAs/CsDA/IFAs

(As per standard list)

**Subject: Observation of 'Cyber Jaagrookta Diwas' on first Wednesday of every month**

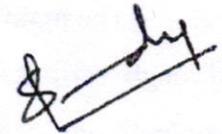
The technological developments have led to the proliferation of cyber-crimes. Ministry of Home Affairs has taken initiative for prevention of cyber-crimes and to create awareness among people on "cyber hygiene". To address the problem, MHA has issued guidelines regarding the need to increase cyber-hygiene to remind citizens about the safety against cyber-crimes and to inculcate habits of taking care of ICT devices at regular intervals.

2. Accordingly, MHA has requested all the Ministries to observe "Cyber Jaagrookta (Awareness) Diwas" on first Wednesday of every month during the period 11-00 am to 12-00 am.
3. The main purpose of this initiative is to create awareness for prevention of cyber-crimes through various ways including organising workshops, seminars, interactive sessions, quiz competitions, case studies, and creative sessions every month on the same day and at the same time.
4. Basic protocols of 'Cyber Hygiene' to be highlighted during the 'Cyber Jaagrookta Diwas' are mentioned below:
  - a) Shut down the computer
  - b) Install and maintain up-to-date anti-virus software on computer
  - c) Keep internet browser up-to-date
  - d) Be alert to unusual computer activity or problems
  - e) Use modern browser with features such as pop-up blocker
  - f) Change passwords regularly
  - g) Beware of links sent via instant messaging and e-mail attachments
  - h) Don't open e-mails and attachments from unknown people

- i) Be careful about sharing content online
  - j) Use strong privacy settings
  - k) Avoid joining unknown Wi-Fi networks and using unsecured Wi-Fi hotspots
  - l) Do not share any information related to sensitive and financial aspects on social networks.
5. It is further informed that the necessary budgetary provisions will be made through the IT budget (Codehead 0/094/94). Every Controller Office may explore acknowledging every 5-10 employees who have made exceptional contribution in generating awareness against cyber-crimes at their own level to motivate and inspire them. It may also recognize sections/officials, etc as “Cyber Star” of the month.
6. A writeup on the Cyber Jaagrookta Diwas is enclosed herewith as Annexure-A1. Topics to be covered in Cyber Jaagrookta Diwas are enclosed as Annexure-A2.
7. Every Controller Office is requested to submit a Compliance Report with regard to activities performed and actions taken for Cyber Jaagrookta Diwas to this office on monthly basis for appraisal of CGDA.

*The CGDA has seen.*

**Encls: Annexure A1& A2**



**(Sandeep Bansal)**  
**Sr. ACGDA (IT&S)**