संदर्भ
Reference : No. IT-17022/3/2024-IT-ITPO

दिनांक
Date : 25.4.2024

फोन
Phone :

Office Order No. 281 | 2024

Sub: Password Policy and Regular Password Updates as per Information Technology Policy Version -1.1 dated 20.6.2014.

In order to enhance the security of ITPO's systems and protect sensitive information, all users connected to the organization's local area network are reminded of the importance of adhering to the password policy outlined in Information Technology Policy Version -1.1 dated 20.6.2014. Please take note of the following:

1. Password Policy:

    1.1. Passwords must be a minimum of 8 characters for normal user and 16 for administrator in length.

    1.2. Passwords should include a combination of uppercase letters, lowercase letters, numbers, and special characters for added security.

    1.3. Passwords should not be based on:

        1.3.1. Dates, such as birth dates, anniversaries, etc.;
        1.3.2. Company names, identifiers or references;
        1.3.3. User ID, user name, group ID or other system identifier;
        1.3.4. More than two consecutive identical characters; or
        1.3.5. All-numeric or all-alphabetic groups.
        1.3.6. Telephone numbers or similar all-numeric groups; and
        1.3.7. Not stored in any automated logon process, macro, or keyboard function key;
        1.3.8. Not reused between different systems.

    1.4. Users are advised not to share their passwords with anyone, including colleagues or IT support personnel.

2. Regular Password Updates:

    2.1. Users are advised to update their passwords at regular intervals. It is recommended to change passwords every 15 to 30 days, or more frequently if required by their role or access level.

    2.2. When updating their password, users should ensure that it is unique and has not been used before.

All users are advised to adhere to aforementioned guidelines. By adhering to these guidelines, users can collectively contribute to maintaining the security and integrity of ITPO's systems and data.

In case of any questions or assistance in updating password, please contact the IT support team at 9557848777 or via email at itsupport@itpo.gov.in.

(Rakesh Chandra Sharma)
General Manager
I.T. Services Division

To: All Employees.

Copy for information to: PSO to CMD / PA to ED