

File No. IT-17/9/2024-IT-ITPO
India Trade Promotion Organisation
I.T. Services Division

Bharat Mandapam, New Delhi
Dated 8th April 2025

Office Order No. 295/2025

Sub: Cyber Security Guidelines Advisory for all Users.

To ensure the security of ITPO's systems and protect sensitive organizational information, all users connected to the organization's local area network are reminded of the importance of adhering to the following key security measures:

1. **External Storage Devices:** Unauthorized USB and mobile devices should not be connected to office computers.
2. **Unauthorized Remote Access:** Remote Desktop (RDP) and third-party remote access tools such as AnyDesk must be uninstalled immediately.
3. **Password Security:** Use complex passwords that include a mix of uppercase and lowercase letters, numbers, and symbols. Do not share passwords with others and always lock your screen when stepping away from your desk.
4. **Potential Malware & Unwanted Software:** Be vigilant against malware. If you notice unfamiliar programs or performance issues on your system, notify IT immediately for a system check. Always uninstall unauthorized programs.
5. **Credential Security:** Avoid storing login credentials in web browsers to minimize security risks.
6. **Windows Activation & Administrator Access:** Ensure Windows is activated.
7. **Software Compliance:** Avoid using pirated or unauthorized software. If you need new software, request it through the approved channels to ensure it's secure and compliant.
8. **Data Sharing Restrictions:** Do not share unnecessary files and limit access to shared folders based on necessity. Always ensure that sensitive data is only accessible by authorized users.
9. **Email and Phishing Awareness:** Be cautious with emails that look suspicious or ask for sensitive information. Do not click on unknown links or download attachments from untrusted sources.
10. **Device Security:** Always lock your computer or mobile device when not in use, even if you're stepping away for a few minutes.

All users are advised to adhere to 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 Mob: 9557848777 or via email at itsupport@itpo.gov.in.



(Ravi Prakash Pareek)
Chief Information Security Officer (CISO)

To: All Employees.

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