

रक्षा मंत्रालय  
**MINISTRY OF DEFENCE**  
संयुक्त सचिव (प्रशि.) एवं मुप्रअ का कार्यालय  
**Office of the JS (Trg) & CAO**

**SECURITY INSTRUCTIONS**

All Officers and Staff are hereby advised to exercise utmost discretion in handling Official Communications. It should be ensured that official communications including personal telephone number/itinerary of Senior Officers are not conveyed intentionally or unintentionally to unauthorized persons. It should also be ensured that while handling any telephone call, the identity of the caller is firmly established.

2. An individual is privy to a lot of information in the course of performance of his official duties. In terms of Rule 3 of CCS (Conduct Rules), passing of any such information to others, is a misconduct. All Officers/Staff are required to exercise caution in this matter.

3. This issues with approval of the JS (Trg) & CAO.



(Poonam Goila)  
Dy CAO (DCW)

All Dy CAOs/Dir (DHTI)  
All Sections in CAO's Office

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MoD, O/o JS(Trg) & CAO ID No.A/28265/CAO/Coord dated 23 Oct 2015

Copy to :-

Sr PPS to JS (Trg) & CAO  
PS to Dir (HR)  
PS to Dir (E&A)

CAO/EDP

- For uploading on the website.