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MINISTRY OF DEFENCE
(SECURITY OFFICE)

SECURITY INSTRUCTIONS FOR THE YEAR 2015

1. The following security instructions are reiterated for strict compliance by all personnel working in the offices located in DHQ Zone. All instructions are required to be followed meticulously to ensure the security and safety within DHQ Security Zone.

2. **Security of Information**

(a) **Handling of Classified Information.** No files/documents/CDs/ Pen drives/floppies containing classified information will be kept in open or carried by unauthorised persons. Instructions as laid down in Chapter-5 of MSI-2008 regarding Security of Documents be strictly complied with.

(b) **Loss of Official Documents** Officers in charge of classified documents are responsible for their safe custody and their disclosure is limited to only those, who are directly concerned with them in their performance of duty. The loss of any document/departmental seal in office or in transit will be reported immediately, with full details, to the Branch Security Officer and to the Chief Security Officer. Security Instructions about the safe custody of documents/ departmental seals as contained in Chapter-5 of MSI-2008 be meticulously followed.

(c) **Carriage of Classified Documents to Residence or Outside Office.** Carrying of official documents particularly the classified documents to residence is not permitted. In exceptional circumstances where it is an inescapable requirement, classified documents may be carried to the residence as per instructions mentioned in Para 52(c), Chapter 5 of Manual of Security Instructions-2008.

(d) **Xeroxing/Photocopying of documents.** Offices or Branches or Sections using Fax and Photostats Machines etc, shall maintain a record of all classified Fax/duplicating work done in their respective offices as per the specimen at Appendix-V of MSI-2008.(Para 45, Chapter 5 of MSI-2008 refers).



Coord - circulate to all in CAO's office.
- - - out on CAO's office website.

(e) **Shredding of Paper.** All classified papers will be shredded to size not exceeding 1.9 mm X 13 mm and cross cut. All Top Secret, Secret and other classified documents be destroyed by shredding under the supervision of the officer holding the documents on his charge, Gp 'A' officer and Section officer respectively. In no circumstances shall any office waste of classified nature be allowed to fall into the hand of unauthorised persons (Para 9 of Chapter 11 of MSI-2008 refers)

(f) **Security of Communication.** No form of telephonic conversation, including intercom, PAX or RAX and hotline is secure. Every care has to be taken to prevent inadvertent leakage of information while discussing official matters over the telephone (Para 2 Chapter 6 of MSI-2008 refers).

3. **Access Control.**

(a) **Visit of Foreign Nationals.** The requisition for receiving foreign visitors as per the prescribed format should be forwarded at least 24 hrs in advance to this office for security clearance. It is also reiterated that procedure for regulating the visits of Indian nationals working with foreign concerns/agencies or accompanying foreign delegation is the same as for Foreign Nationals. Receiving officer/Liaison officer must follow the procedure/Instructions mentioned in the checklist attached with the security clearance for smooth conduct of the visit (Para 31, Chapter 8 of MSI-2008 refers).

(b) **Vehicles.** No vehicle will be permitted to enter inside DHQ buildings without valid vehicles sticker issued by the Security Office. Loss/theft of vehicle, must be intimated to the Security Office as well as the Delhi Police immediately to avoid misuse of vehicle. (Section V, Chapter 8 of MSI-2008 refers).

(c) **Parking.** DSC personnel on duty are responsible for regulating access control. Self driven vehicles will have priority of parking over others. Vehicles left behind inside DHQ security Zone premises after working hours without permission will be towed away and handed over to Delhi Police (Para 54 & 56 Chapter 8 of MSI-2008 refers). It is reiterated that parking in the areas earmarked for vehicles with stickers is also under owner's risk.

(d) **Security of Vehicles.** The incidents of theft of vehicles parked outside the buildings located in DHQ Security Zone are increasing

