


रक्षा मंत्रालय
MINISTRY OF DEFENCE
संयुक्त सचिव एवं मुप्रअ कार्यालय
Office of the JS & CAO

**INSTRUCTIONS REGARDING RECEIPT OF CDs/DVDs IN MAIL AND ALSO
FROM OTHER MINISTRIES/DEPTTS AND THEIR ONWARD
TRANSMISSION TO VARIOUS ADDRESSEES IN DHQ SECURITY ZONE**

A copy of Security Office Note No.A/51537/CDs&DVDs/Security dated 14 Jun 2018 on the above subject is forwarded herewith for information and dissemination amongst employees under your aegis.


(प्रवीण कुमार दास)
(Pravin Kumar Das)
उप निदेशक (समन्वय)
Dy Director (Coord)

Encl : As stated above

All Dy CAOs /Dir, DHTI

MoD,O/o JS & CAO ID No.A/28265/Security Inst/CAO/Coord dt 29 Jun 2018

Copy to :-

Sr PPS to JS & CAO

PS to Dir (HR)

PS to Dir (E&A)

PA to Dir (Spl Project & Works)

PA to Dir (DCW & Trg)

} For information please

✓ CAO/EDP

- For uploading on CAO's Office website.

Tele: 23019055

No A/51537/CDs&DVDs/Security

14 Jun 2018

MINISTRY OF DEFENCE
(Security Office)

INSTRUCTIONS REGARDING RECEIPT OF CDs / DVDs IN MAIL AND ALSO
FROM OTHER MINISTRIES/DEPTTS AND THEIR ONWARD TRANSMISSION TO
VARIOUS ADDRESSEES IN DHQ SECURITY ZONE

1. Reference Note 1 dated 22 May 2018 recorded on your file No. A/30906/QR/CAO/CTH.
2. Permission is hereby accorded to CAO/CTH and all other Registries to receive CDs/DVDs by post (inside closed envelope) as well as those brought by hand by employees of various Ministries/Departments like Cabinet Secretariat, Ministry of Home Affairs, Ministry of Finance, Intelligence Bureau (IB), Department of Personnel & Training (DOP&T), PSUs, etc (inside closed envelope) and their onward transmission (in closed envelope) by hand to the addressee Offices located in DHQ Security Zone, subject to following conditions:-
 - (a) The CDs / DVDs will be received and forwarded in closed envelope(s) with addressees' full address.
 - (b) In case of loss of CDs/DVDs in transit, the same should be reported to the Security Office immediately.
 - (c) Instructions for handling of CDs/DVDs as contained in the MSI-2008 be strictly complied with.
3. This has the approval of Chief Security Officer.
4. Hindi version will follow.



(Milind Honwad)
Jt Dir (Security)

CAO/CTH



All other Registries

Coord Officers of all Branches in IHQ of MoD (Army)

Coord Officers of all ISOs

उप निदेशक (समानवश) / शु प्र अ

DOA / Coord, IHQ of MoD (Navy)

| शु प्र अ (समानवश) | CAO (Coord) |
|-------------------|-------------|
| शु प्र अ (समानवश) | |
| By LAC (DDV) | |
| By The (समानवश) | ✓ |
| शु प्र अ (समानवश) | ✓ |
| शु प्र अ (समानवश) | 9794 |
| शु प्र अ (समानवश) | 20/06/18 |

--P.T.O--

Camp Commandant
Dte of Org
Air Headquarters
Vayu Bhawan
New Delhi-110106

Copy to:-

Dy CAO (MPR)

- For info please

OC 'A' Coy

OC 'B' Coy



It is requested that CDs/DVDs addressed to offices of Ministry of Defence (Sectt), Services HQ and Inter-Service Orgns located in DHQ Security Zone by other Ministries/Deptts, PSUs etc may be allowed to be carried to Registries inside DHQ Security Zone and thereafter from Registries to the addressees (by hand, by the reps of addressee offices) inside various Bhawans / Blocks in DHQ Security Zone, as, due to Digital India initiative of the Govt of India, many Ministries & Deptts of Govt of India are working on e-office software developed by NIC and voluminous documents are transmitted by such Ministries / Deptts by means of CDs/DVDs.