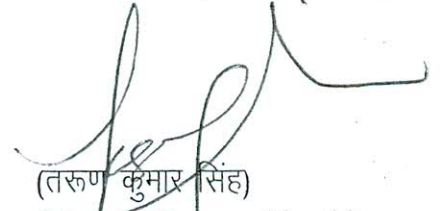


रक्षा मंत्रालय  
MINISTRY OF DEFENCE  
संयुक्त सचिव एवं मुप्रअ कार्यालय  
Office of the JS & CAO

**SECURITY INSTRUCTIONS FOR THE YEAR 2019**

A copy of Security Office Note No.A/51575/Security/2019 dated 31 Jan 2019 on the above subject is forwarded herewith for information and dissemination amongst employees under your aegis.

2. It is also informed to all officers/staff to cooperate with Security Cheking Staff as and when carried out in CAO's Office.

  
(तरुण कुमार सिंह)  
(Tarun Kumar Singh)  
उप निदेशक, मुप्रअ (समन्वय)  
Dy Dir, CAO (Coord)

Encl : As stated above

All Dy CAOs /Dir, DHTI

MoD,O/o JS & CAO ID No.A/16506/MHA/CAO/Coord dt 22 Feb 2019

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.

मु.प्र.अ. (CAO)	CAO (EDP)
उप मुप्रअ (दि.पे. एवं व.) Dy CAO (HR & S)	
उप निदेशक (समन्वय) Dy Dir (EDP)	
स. अ. A. O.	
अवधि नं. Diary No.	514
दिनांक Date	25/02/19

MINISTRY OF DEFENCE  
(SECURITY OFFICE)

SECURITY INSTRUCTIONS FOR THE YEAR 2019

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

2. **Security of Documents / Information.**

(a) **Handling of Classified Information.** No files/documents/CDs/sDrive/EHD/floppies containing classified information will be kept in open or carried by unauthorised persons. Instructions as laid down in Chapter-5 of Manual of Security Instructions (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 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 MSI-2008.

(d) **Photocopying of documents.** Offices or Branches or Sections using Cyclostyling, Duplicating, Reprographic, Fax and Photostat 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.

(e) **Disposal of waste paper.** Burning of waste papers is prohibited in DHQ Security Zone. All classified papers will be shredded so that they cannot be reconstituted. All Top Secret, Secret and other classified documents be destroyed by shredding or any other means inside the Security premises under the supervision of the officer holding the documents on his charge. In no circumstances shall any office waste of classified nature be allowed to fall into the hands of unauthorised persons.

(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). No information should be disclosed to any unknown, unverified person on telephone or in person.

निदेशक Direc. (EW & Trg)	
उप निदेशक Dy Dir	<i>kef</i>
प्र.अ. A. O.	<input checked="" type="checkbox"/>
डा. सं. Dy. No.	1388
दिनांक Date	7-2-19

*pl. ~~discuss~~ discuss.*  
*an.*  
*8/2/19*  
*S.A./coord*

