


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

**SECURITY INSTRUCTIONS**

A Copy of following Notes received from Security Office on the above subject is forwarded herewith for information and necessary action at your end :-

- (a) Note No.839/Security dated 12 Mar 2015 regarding Security Instructions.  
(b) Note No.839/Security dated 12 Mar 2015 regarding Important Security Instructions.

  
(प्रवीण कुमार दास)  
उप निदेशक (समन्वय)

Encl : As stated above

All Dy CAOs /Dir, DHTI  
All Secs of CAO's Office

MoD, O/o JS(Trg) & CAO, ID No.A/28265/CAO/Coord dated 27 Mar 2015

Copy to :-

Sr PPS to JS (Trg) & CAO

PS to Dir (HR)

PS to Dir(E&A)

CAO/EDP

} For information please

- For uploading on CAO's website.

**IMPORTANT CIRCULAR**

Tele: 23019055

No. 839/Security

12 Mar 2015

**MINISTRY OF DEFENCE**  
**(SECURITY OFFICE)**

**SECURITY INSTRUCTIONS**

1. The under-mentioned security instructions are reiterated for strict implementation in all the Departments: -

(a) Counting devices in photocopying machines to be functional and monitoring of photocopying to be done under supervision of nominated officer. Documents for the same to be maintained judiciously for security checks.

(b) Police verification of all personnel especially in respect of staff taken on outsourced basis.

(c) Officers and Staff in Ministries/Departments/Offices must be periodically sensitized regarding security concerns. These concerns must be reiterated periodically and security drills organized.

(d) There must be periodic rotation of officials among sections.

(e) Ministries/Departments will identify Divisions dealing with confidential matters and try to locate them in separate areas to be earmarked for higher level of security. Access to such areas/rooms should be restricted.

(f) Ministries/Departments will ensure that confidential work is not done on computers connected to the internet and it must be ensured that external memory devices cannot be connected to the USB drives on these computers.

(g) Manual of Security Instructions-2008, ie, instructions on security in MoD may be collected from Security Office in case not held.

2. Head of Departments to ensure implementation.

**All Concerned**



*Milind Honwad*  
(Milind Honwad)  
Jt. Director(Security)

**IMPORTANT CIRCULAR**

Tele: 23019055

No. 839/Security

12 Mar 2015

**MINISTRY OF DEFENCE**  
**(SECURITY OFFICE)**

**IMPORTANT SECURITY INSTRUCTIONS**

1. Manual of Security Instructions-2008 contains detailed security instructions on different security related matters.
2. Accordingly, for ready reference of all, a one-page 'Important Security Instructions' is enclosed for distribution to all offices under your command. The same may be displayed prominently in your offices for strict compliance.

  
(Milind Honwad)  
Jt. Director (Security)

**All concerned**

