

**GOVERNMENT OF JAMMU & KASHMIR**  
**OFFICE OF THE CHIEF EDUCATION OFFICER DODA**

E-mail:- ceo-doda@jk.gov.in

**Subject:** Assignment of Charge as Information Security Officer (ISO) – Implementation of Cyber Security Crisis Management Plan (CCMP).  
**Ref:** CEO/D/2025-26/6757-59 dated 05-08-2025

**Circular**

In compliance with the instructions received from the Director School Education, Jammu, and in view of the imperative need to safeguard the digital infrastructure, information systems, and online reputation of the Education Department, District Doda, Mr. Saqib Ahmed, Junior Assistant, is hereby designated as Information Security Officer (ISO) for Education Department, District Doda.

**Role of the ISO Includes: -**


1. Implement CCMP and ensure cyber security preparedness in all offices/schools under CEO Doda.
2. Access and audit departmental digital assets (computers, systems, software, MIS, portals, apps etc.) for security compliance.
3. Scrutinize and manage official social media handles; monitor for objectionable content/negative posts/comments.
4. Investigate, analyze and respond to cyber-attacks, frauds, or crimes involving employees, students, or departmental assets.
5. Perform roles of cyber security analyst/response team including: threat monitoring, vulnerability assessment, incident response, recovery measures, awareness campaigns, and reporting.
6. Exercise authority to access official devices, accounts, logs, and tools as required for information security audits.

**Directions:**

- All Officers, ZEOs, Principals, Headmasters, and other officials are directed to extend full cooperation to the ISO.
- Withholding of information, access, or assistance shall be treated as non-cooperation and reported for action under rules

No: CEO/D/SMS/2025-26/10747-850

Dated: 19/11/2025

  
Chief Education Officer  
Doda

**Copy to the**

1. Deputy Commissioner, Doda for favour of information.
2. Director School Education Jammu for favour of information.
3. Project Director, Samagra Shiksha, J&K for favour of information.
4. Joint Director School Education, Doda/Kishtwar/Ramban – for favour of information.
5. All Principals HSS/ZEOs/ Headmasters HS for information
6. ISO for information and necessary action.