**DESKtOP Password Policy**

***For Enrolment PC at BPCL Location***

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| --- | --- | --- | --- |
|  | **Created By** | **Reviewed By** | **Approved By** |
| **Name** |  |  |  |
| **Designation** |  |  |  |
| **Organization** |  |  |  |
| **Signature** |  |  |  |
| **Date** |  |  |  |

* Password must be Minimum of 10 Characters and Maximum 15 Characters Only.
* Password Must contain Characters in both Uppercase (Capital Letter) and Lowercase (Small Letter).
* At least one special character must be used in the Password.
* Password expires after 90 days, and user must set a new Password after the expiry.
* Last 2 passwords cannot be used as the new Password to be set.
* Password is Case Sensitive.