



NLC India Limited  
("Navratna" – A Government of India Enterprise)

Office of the Chief General Manager / Computer Services & ERP  
Corporate Office  
Telephone No.04142-212348 Fax No. 04142 - 252645 /252646

### CIRCULAR

Cir No. CGM/CS/Software/2024-2

Dt: 29.06.2024

Sub : Usage of Unauthorized software & security precautions– Reg

Ref : Cir.No.421/CGM/CS&ERP/2023 dated 14.11.23

1. Attention is invited to the circular vide Ref cited regarding usage of unauthorized / pirated software in the organization network.
2. Internal Audit Department has observed the usage of unapproved software and recommended  
*"To check all the Unit computer networks and confirm that no software is being used at the Units computer networks without the approval of Corporate Computer Service Dept. and no other unapproved software are in use"*
3. It may be noted that genuine operating system (Windows, MacOS, Linux) must be installed in all desktops / laptops used in the organization network. Licensed copies of OS, tools & utilities listed below, which are widely used within our Organization, may be installed and used in laptops/desktops.
  - a. Browser – IE/Edge, Chrome, Firefox
  - b. Java – Oracle/OpenJDK JRE/JDK
  - c. SAP GUI Client
  - d. E-Scan Antivirus Client
  - e. Productivity Applications – MS Office, Libre Office, Office 365
  - f. Licensed copies of AutoCAD(AutoDesk AEC) , STAAD Pro – Bentley .
  - g. Tools & Utilities – Acrobat Reader, WinZip, 7-Zip, scp, sftp
4. In case of organizational requirement to install & use software applications not listed above, approval may be obtained from Corporate Computer Services along with details of licenses for updating the same in Digital Assets application. No remote access software like TeamViewer, Ammyy Admin will be permitted for usage within the Organization.
5. It is observed that, development/ outsourcing of software is being carried out by various units, involving disparate software technologies/platforms which leads to difficulties in ensuring cybersecurity and in maintenance, upgradation, integration of these applications. In this regard, an Online Business Requirements Application has been developed to capture functional requirements/technical specifications for getting approval from stakeholders before in-house/outsourced development or procurement.

6. Further certain precautions may be taken during internet access & storage of files.
- a. It is emphasized that Internet is inherently untrustworthy and due diligence is essential before accessing any resource in Internet, downloading software and installing the same. Often software downloaded from Internet contain malware, which can harm the installed device and the networks it is connected to.
  - b. Internet access provided to employees should be used only for carrying out only official work. It is emphasized that all traffic emanating from our Organization's network to Internet is logged at different levels internally and externally by ISPs, application providers, internet websites etc., for audit purposes.
  - c. Employees should take care to store files/documents within our Organization's storage devices and share them only on "need to know basis". Storing files/documents outside Organization's network should be avoided. Sensitive files/Documents related to IPR, Contracts/Purchase, Business Strategy/Plans, Technical Know-How, R&D etc., should be handled with due diligence while storing & sharing.
7. All employees using laptops/desktops, network resources, Internet access should submit an online IT usage policy acceptance form in the Digital Assets Application on or before 18/07/2024 failing which access to network resources will be restricted.
8. Periodic check of laptops/desktops for usage of unauthorized software will be carried out by Unit Nodal Officers ( Annexure -1) with the assistance of BMC vendor/online monitoring tools.
9. All unit Nodal officers are requested to carry our periodic audits / checks and shall ensure compliance to the above guidelines.



CGM/CCS&ERP

Copy  
To All Executive Directors  
All Heads of Units/Projects/JVs/Offices  
All Group Heads of HR/Finance  
All Unit HoHRs & Finance Heads  
All Account Centers  
Copy to:  
TS/PS to CVO/FDs/CMD

## IT Usage Policy Declaration

I, -- Name (CPF)---- hereby declare and acknowledge that company provided laptops/desktops, email address, DSC, SAP User account, network resources and, Internet access are the properties of NLC India Limited and are provided to me for work-related purposes and I commit to the following

- a. I shall be held responsible for any unauthorized usage of these assets.
- b. I shall ensure these assets will be placed in a secured location when not in use and not leave unattended in public locations.
- c. I shall ensure that the laptops/desktops are password protected and auto lockout enabled. The password will be as per the password policy given under IT policy of NLCIL.
- d. I shall not circumvent security features on these assets.
- e. I shall ensure that the latest operating system, anti-virus and application patches are applied and firewall shall be enabled.
- f. On relief from my department on transfer ,superannuation , resignation etc., I shall handover digital documents (documents. Sheets, drawings, presentations, pdfs etc.,) to Department / Unit head and physical digital assets like desktops, printers, scanners, DSC token etc., to the unit nodal officer.
- g. On procurement of new laptop after 3 year life time of the older one, I shall be responsible for transferring digital documents to the new laptop and wipe securely data from the old laptop before disposing the same.
- h. In case, laptop/desktop/DSC is lost, stolen, or misplaced I shall immediately report to the unit nodal officer.
- i. I shall not download / use any pirated software in these assets.

I understand that failure to comply with these commitments may result in disciplinary action.

By agree and submitting, I acknowledge that I have read, understood, and agree to abide by the terms outlined.

S/d

Name (CPF)

Submitted On: <<Submitted Timestamp>>

DIGITAL ASSETS NODAL OFFICERS							
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