**Z\_¨ I wbivcËv bxwZgvjv**

**Information and Security Policies**

|  |  |
| --- | --- |
| Aby‡gv`b ZvwiL |  |
| Aby‡gv`bKvix | **g¨v‡bwRs wW‡i±i** |
| bevq‡bi ZvwiL |  |
| cieZx© bevq‡bi ZvwiL |  |
| `vwqZ¡cÖvß e¨w³ ev wefvM | **G.wR.Gg, AvBwU wefvM / wmwbqi g¨v‡bRvi (GBP.Avi,GWwgb GÛ Kgcøv‡qÝ) Ges**  **gvbe m¤ú` wefvM |** |

**D‡Ïk¨t**

Aeva Z\_¨ c«ev‡ni hy‡M wbivcËv GKwU ¸iæZ¡c~Y© welq | Z\_¨ mš¿vm ev Ab¨ ‡h ‡Kvb bvkKZv ‡iva K‡í Ges c«wZôv‡b Z\_¨ c«evn wbwðZ I wbivcËv Ki‡Z KZ©…c¶ e×cwiKi | GB D‡Ï‡k¨ GKwU wjwLZ bxwZgvjv i‡q‡Q | GB bxwZgvjv cyY©v½ ev¯Íevq‡bi gva¨‡g c«wZôv‡bi Af¨šÍixb I ewnM©vgx Z‡\_¨i myô I wbivc` c«evn wbwðZ Kiv m¤¢e |

**Awdm PjvKvjxb mg‡q wbgœwjwLZ ‡c«vM«vg mg~n e¨envi hv‡e bvt**

* Facebook, Messenger, Twiter, Viber, Imo ev Ab¨vb¨ ‡mvm¨vj ‡bUIqvK© Pvjv‡bv hv‡e bv |
* YouTube ev we‡bv`bg~&jK ‡Kvb I‡qe mvBU ev ‡c«vM«vg Pvjv‡bv hv‡e bv |
* B›Uvi‡bU e¨env‡ii ‡¶‡Î ‡Kvb c«Kvi Freegate ev Proxy Software e¨envi Kiv hv‡e bv|

**01/ Af¨šÍixY ‡bUIqvK© wbivcËv ( Security for Internal Network):**

* KviLvbvq ¯’vwcZ ‡bUIqv‡K©i AvIZvaxb mKj Kw¤úDUvi AvBwU Kg©KZ©vi wbqš¿bvax‡b \_vK‡e|
* mKj Kw¤úDUvi Gi cvmIqvW© (Administrative Password) AvBwU Awdmvi Ges KviLvbvi c«avb wbe©vnx Kg©KZ©v e¨ZxZ Ab¨ ‡KD Rvb‡e bv |
* mKj Kw¤úDUvi e¨enviKvix ïaygvÎ wbw`©ó cvmIqvW© c«`vb mv‡c‡¶ ‡bUIqv‡K©i Kw¤úDUv‡ii mv‡\_ hy³ n‡e |
* GKRb Kw¤úDUvi e¨enviKvix ‡bUIqv‡K© hy³ nevi ci Zvi Rb¨ wba©vwiZ Access, e¨enviKvixi cwjwm Abymv‡i Kvh©Ki ev mxgve× n‡e|
* mvaviY e¨enviKvixi Rb¨ Aby‡gv`bnxb Kw¤úDUvi/mvf©vi Access m¤ú~Y©iæ‡c eÜ \_vK‡e |
* ‡Kvb Kw¤úDUvi e¨enviKvix‡K Zvi e¨eüZ Kw¤úDUv‡ii cvmIqvW© cwieZ©‡bi AbygwZ c«`vb Kiv hv‡e bv | c«avb wbe©vnx Kg©KZ©v Gi Aby‡gv`bµ‡g ïay gvÎ AvBwU g¨v‡bRvi Ges AvBwU Awdmvi Kw¤úDUv‡ii cvmIqvW© cwieZ©b
* Ki‡Z cvi‡eb |
* fvBiv‡mi AvµgY c«wZnZ Ki‡Z c«wZ mvßv‡n c«‡Z¨K Kw¤úDUv‡ii Antivirus Update Ki‡Z n‡e |
* mKj c«Kv‡ii WvUv‡em ‡gBb mvf©v‡i msi¶Y Ki‡Z n‡e, wbw`©ó `vwqZ¡ c«vß e¨w³MY e¨ZxZ Ab¨ ‡KD mswkøó WvUv‡em wb‡q ‡Kvb ai‡bi KvR Ki‡Z cvi‡e bv |
* ‡bUIqvK© mvf©vi AvBwU Awdmvi/ wm‡÷g G¨vbvwjó Gi `vwq‡Z¡ \_vK‡e |
* `yB gvm ev Z‡ZvwaK Kv‡ji cyiv‡bv WvUv‡em Gi wbqwgZ e¨vK Avc wb‡Z n‡e |
* ‡bUIqv‡K©i AvIZvaxb ‡h mKj Kw¤úDUv‡i B›Uvi‡bU ms‡hvM i‡q‡Q ‡m mKj Kw¤úDUvi e¨envKvix ïaygvÎ ‡gBj Av`vb c«`v‡bi Rb¨ B›Uvi‡bU e¨envi Ki‡Z cvi‡e |
* e«vDwRs ev Ab¨ ‡Kvb Kv‡R B›Uvi‡bU e¨envi Ki‡Z cvi‡e bv |
* c«wZwU Kw¤úDUvi e¨enviKvix‡K e¨w³MZ wbivcËv cvmIqvW© Øviv wbR wbR Kw¤úDUvi Pvjy I eÜ Ki‡Z n‡e |
* c«wZwU Kw¤úDUvi e¨enviKvix‡K KviLvbv Z¨vM Kivi Av‡M ( QywU/jvÂ) Kw¤úDUvi eÜ K‡i ‡h‡Z n‡e |
* Kw¤úDUv‡i iw¶Z ¸iæZ¡c~Y© WvUv/Z\_¨ hv‡Z ‡h‡KD mn‡R Kw¤úDUvi e¨envi K‡i ‡R‡b wb‡Z bv cv‡i ‡mRb¨ c«wZwU Kw¤úDUv‡i ‡`qv e¨w³MZ (Log On) cvmIqvW© gv‡m AšÍZ GKevi cwieZ©b K‡i wb‡Z n‡e |

**02/ B‡gBj Gi wbivcËv ( Security of E-Mail )**

* AÎ c«wZôv‡bi c«‡Z¨K Kg©KZ©v I Kg©Pvix Zvi wbR wbR B-‡gBj AvBwW/cvmIqvW© e¨envi Ki‡eb |
* hw` K‡iv B-‡gBj AvBwW ev cvmIqv‡W©i cwieZ©b ev cwiea©b Kivi c«‡hvRb nq Zv AvBwU Awdmv‡ii gva¨‡g Ki‡eb |
* Ab¨ Kv‡iv B-‡gBj AvBwW/cvmIqvW© e¨envi Kiv hv‡e bv| hw` e¨envi Ki‡Z nq Zv KZ©…c‡¶i AbygwZ mv‡c‡¶ Kiv hv‡e |
* Awdwmqvj c«‡qvRbxq B‡gBj LyeB mZK©Zvi mv‡\_ i¶Yv‡e¶Y Ki‡Z n‡e | A\_¨©vr ‡MvcbxqZv i¶v Ki‡Z n‡e |
* Awdwmqvj ‡Kvb ‡gBj ev WKy‡g›Um hw` ‡cbW«vBf G Kwc Ki‡Z nq Ges Zv e¨w³MZ Kv‡R e¨envi Ki‡j KZ©…c‡¶i AbygwZ wb‡Z n‡e |
* Awdwmqvj B‡gBj AvBwW/cvmIqvW© cwieZ©‡bi ‡¶‡Î AvBwU wefvM‡K Rvbv‡Z n‡e |
* Awdwmqvj Kv‡R B‡gBj ‡c«vM«vg mwVKfv‡e KvR bv Ki‡j AvBwU Awdmv‡ii AewnZ mv‡c‡¶ e¨w³MZ B-‡gBj AvBwW/cvmIqvW© e¨envi Kiv hv‡e |

**03/ ‡Uwj‡dvb I d¨v· jvBb wbqš¿b**

* KviLvbvq mKj †Vwj‡dvb jvBb mivmwi cÖavb wbe©vnx Kg©KZ©v Aby‡gv`bµ‡g AvBwU Awdmvi / cv‡m©v‡bj wbqš¿Y Ki‡eb|
* mKj †Uwj‡dvb e¨enviKvix‡K Aek¨B G·‡PÄ G Kg©iZ Acv‡iUi Gi gva¨‡g cÖ‡qvRbxq Kj Ki‡Z n‡e|
* KviLvbvi Kv‡Ri mv‡\_ m¤ú„³ bq Ggb †Uwj‡dvb Kiv †\_‡K weiZ \_vK‡Z n‡e|
* d¨v· jvBb Ges †gwkb GKwU msiwÿZ GjvKvi g‡a¨ ¯’vcb Ki‡Z n‡e| Ab¨ †Kv\_vI d¨v· jvB‡bi †Kvb ewa©Z Ask \_vK‡Z cvi‡e bv|
* d¨v· jvBb ïaygvÎ `vßwiK Kv‡Ri e¨envi Kiv hv‡e Ab¨ †Kvb e¨w³MZ cÖ‡qvR‡b bq|

**04/ Kw¤úDUv‡ii iÿYv‡eÿb:**

* cÖ‡Z¨K Kw¤úDUvi I Kw¤úDUvi msµvšÍ hš¿vs‡ki nvDR wKwcs wVK ivL‡eb|
* dvBjcÎ h\_v ¯’v‡b A\_©vr wcÖ›Uvi, wmwcBD, ¯‹¨vbvi I gwbU‡ii Dc‡i ivLv hv‡e bv|
* wcÖ›Uvi, wmwcBD, ¯‹¨vbvi I gwbU‡ii mv‡\_ Ab¨ †Kvb wRwbm cÎ mshyw³ Kiv hv‡e bv|
* cÖ‡Z¨K User Zvi Awdm Z¨v‡Mi c~‡e© BDwcGm, wcÖ›Uvi, wmwcBD, ¯‹¨vbvi I gwbU‡ii cvIqv Shut down w`‡eb|
* cÖ‡Z¨K User Zvi Kx-‡evW© gvDm I Ab¨vb¨ G‡·mwi‡mi cÖ‡qvRb n‡j Zv h\_v mg‡q AvBwU Awdmvi‡K Rvbv‡Z n‡e|
* cÖ‡Z¨K User Zvi Awdm Z¨v‡Mi cy‡e© cª‡Z¨K wcÖ›Uvi, wmwcBD, ¯‹¨vbvi I gwbU‡ii wbR `vwq‡Z¡ ivL‡eb , hv‡Z †Kvb cvU©m ev G‡·mwim nvwi‡q bv hvq| hw` †Kvb cvU©m ev G‡·mwim nvwi‡q hvq Zv h\_v mg‡q AvBwU Awdmvi‡K AewnZ Ki‡Z n‡e|
* Awdm PjvKvjxb mg‡q †Kvb cÖKvi wfwWI, AwWI, eøUz\_, wmwW/wWwfwW Pvjv‡bv hv‡e bv A\_ev †Kvb we‡bv`b ev Mvb evRv‡bv hv‡e bv|
* Kw¤úDUv‡i AcÖ‡qvRbxq †cÖvMÖvg ev e¨w³MZ dvBj ivLv hv‡e bv|

**Kw¤úDUvi Ges Kw¤úDUvi wm‡÷g ¸wj‡Z Avµgb ev Abby‡gvw`Z A¨v‡·m wbwl×:**

* Kw¤úDUv‡i Ab-Aby‡gvw`Zfv‡e Xz‡K †Kvb WKz‡g›Um †U¤úviW K‡i Zvn‡j Zv‡K †mKkb-66 Abyhvqx kvw¯Í †c‡Z n‡e|

n¨vwKs Gi kvw¯Í †mKkb-68):

* ‡h e¨w³ n¨vwKs‡qi Aciva K‡i Zv‡K Dfq ewb©Z Kviv`‡Ûi †gqv` hv wZb eQ‡ii Kviv`Û n‡Z cv‡i, ev Rwigvbv n‡Z cv‡i,ev Dfq `‡Û `wÛZ n‡Z cv‡i|

**wWwRUvj wmwKDwiwU G¨v±-2018 Gi Aa¨vq-06 Abyhvqx: aviv-17**

mgv‡jvPbvg~jK Z\_¨ AeKvVv‡gv BZ¨vw`‡Z A‰ea cÖ‡e‡ki kvw¯Í BZ¨vw`:-

1. K) hw` †KvbI e¨w³ B”QvK…Zfv‡e ev †R‡b ï‡b †KvbI mgv‡jvPbvg~jK Z\_¨

AeKvVv‡gv‡Z \_v‡K| A‰eafv‡e cÖ‡ek K‡i, ev

(L) A‰ea cÖ‡e‡ki gva¨‡g ÿwZMÖ¯’ ev aŸsm K‡i †`q ev AeKvVv‡gvMZ AeKvVv‡gv ev ZvB Kivi †Póv K‡i, Zvic‡i e¨w³i Dc‡ii wµqvKjvc AvB‡bi Aax‡b Aciva n‡e|

(2) Dc-aviv (1) Gi †KvbI e¨w³ hw`-

18) Kw¤úDUvi, wWwRUvj wWfvBm, Kw¤úDUvi wm‡÷g BZ¨vw`‡Z A‰ea cÖ‡ek Ges kvw¯Í:Ñ

(1) hw` †Kvb I e¨w³ †¯^”Qvq| A‰eafv‡e cÖ‡ek K‡i ev †KvbI Kw¤úDUvi, Kw¤úDUvi wm‡÷g ev Kw¤úDUvi †bUIqv‡K© cÖ‡ek Ki‡Z mnvqZv K‡i, ev

L| AvBbZ A‰eafv‡e cÖ‡ek K‡i ev †KvbI Aciva Kivi AwfcÖvq wb‡q cÖ‡ek Ki‡Z mnvqZv K‡i:

GB e¨w³i wµqvKjvc AvB‡bi Aax‡b Aciva n‡e; A\_ev

1. Dc-aviv (1) Gi Aax‡b hw` †KvbI e¨w³-

K| K¬R (K) Gi g‡a¨ †h †KvbI Aciva K‡i‡Q, †mB e¨w³‡K `wÛZ Kiv n‡e

L| K¬R (we) Gi g‡a¨ †h †KvbI Aciva K‡i‡Q, †mB e¨w³‡K `wÛZ Kiv n‡e|

‡mKkb-19 Abyhvqx

19) Kw¤úDUvi, Kw¤úDUvi wm‡÷g BZ¨vw` ÿwZ Ges kvw¯Í:-

(1) K) hw` †Kvb e¨w³| †h †KvbI Kw¤úDUvi, Kw¤úDUvi †\_‡K †h †KvbI †WUv ev ‡WUv- †÷v‡iR, Z\_¨ ev Gi Ask msMÖn K‡i wm‡÷g ev Kw¤úDUvi †bUIqvK© ev ¯’vbvšÍi‡hvM¨ Z\_¨ ev Gi Ask ev Abywjwc msMÖn K‡i GwU DwjøwLZ Kw¤úDUvi, Kw¤úDUvi wm‡÷g ev Kw¤úDUvi †bUIqvK©, ev

L) B”QvK…Zfv‡e †KvbI fvBivm ev g¨vjIq¨vi ev †KvbI ÿwZKviK md&UIq¨vi G cÖ‡ek Kivi †Póv K‡i †h †KvbI Kw¤úDUvi ev Kw¤úDUvi wm‡÷g ev Kw¤úDUvi †bUIqvK©, ev

M) B”QvK…Zfv‡e †KvbI Kw¤úDUvi, Kw¤úDUv‡ii †WUv ev †WUv-‡÷v‡iR ÿwZMÖ¯’ Ki‡Z ÿwZ K‡i ev Uvqvi K‡i wm‡÷g, ev Kw¤úDUvi †bUIqvK© ev ÿwZMÖ¯’ ev ÿwZMÖ¯Í Kiv †Póv K‡i †cÖvMÖvg¸wj‡Z myiwÿZ ‡cÖvMÖvg¸wj‡Z Kw¤úDUvi, Kw¤úDUvi wm‡÷g ev Kw¤úDUvi †bUIqvK© ev

N) †KvbI Dcv‡q †KvbI ˆea ev Aby‡gvw`Z e¨w³‡K †h †KvbI Kw¤úDUv‡i cÖ‡ek Ki‡Z \_vwg‡q ev \_vgv‡bvi †Póv K‡i, Kw¤úDUvi wm‡÷g ev Kw¤úDUvi †bUIqvK© ev

O) AbygwZ QvovB ¯ú¨vg ev AbvKvw•ÿZ B‡gj¸wj AbygwZ QvovB ˆZwi ev ˆZwi Kvivi †Pó K‡i

‡KvbI cY¨ ev cwi‡lev wecY‡bi Rb¨ †cÖiK ev wiwmfv‡ii, ev †h †KvbI Kw¤úDUvi,Kw¤úDUvi wm‡÷g ev Kw¤úDUvi †bUIqv‡K© ev wg\_¨v Øviv Ab¨vqfv‡e n¯Í‡ÿc K‡i Ges B”QvK…Z wg\_¨vPvi †KvbI e¨w³i cwi‡lev Dc‡fvM K‡i ev PvR ¯’vbvšÍi K‡i ev †Póv K‡i A‡b¨i A¨vKvD‡›U GB RvZxq cwi‡lev ¯’vbvšÍi Ki‡Z Zvic‡i, GB e¨w³i Kvh©Kjvc AvBb Abymv‡i GKwU Aciva n‡e| hv Kviv`Û ev Rwigvbv n‡Z cv‡i, ev Dfq `‡Û `wÛZ n‡Z cv‡i|

**wcwm‡Z Gw›U fvBivm e¨envi:**

* jvB‡mÝwenxb Gw›Uª fvBivm †cÖMvg e¨envi Kiv hv‡e bv|
* Avc-Uz-‡WU jvB‡mÝ Gw›U fvBivm KbwdMv‡ikb Ki‡Z n‡e| A\_©vr Awdm Aby‡gv`bK…Z Gw›U fvBivm Kaspersky Licensed Version e¨envi Ki‡Z n‡e|
* hw` wcwm‡Z †Kvb Error Message \_v‡K Zv h\_v mg‡q AvBwU wWcvU©‡g›U‡K Rvbv‡Z n‡e|

GB bxwZgvjv Gb †RW MÖæc Gi AšÍf~©³ wb¤œewY©Z KviLvbv mg~‡ni †ÿ‡Î cÖ‡hvR¨ n‡e-

1. wmG wbUIq¨vi wjwg‡UW|
2. Gb G †RW evsjv‡`k wjwg‡UW|

‡bvU : evsjv‡`k kÖg AvBb, 2006 ( me©‡kl ms‡kvabx, 2018) Ges wewagvjv, 2015 Gi wKQz wewa wb‡la AÎ bxwZgvjvq hw` AšÍfz©³ \_v‡K, Zvn‡j Zv cieZx©‡Z AÎ cÖwZôv‡bi h\_vh\_ KZ…©c‡ÿi m¤§wZµ‡g Zv ms‡kvab, cwigvR©b I cwiea©b Kiv n‡e|

|  |  |
| --- | --- |
| bevqbKvix: ‡gvt Avey mv‡qg Avwgi | Aby‡gv`bKvix: |