General Guidelines to be followed regarding Cyber Security

1. Up to date Antivirus/ Windows Security should be installed in all the PCs/ laptops being maintained by respective offices.
2. Any incident related to cyber security e.g. Password hack, Ransomware attack or data corruption due to unknown reasons must be reported by respective ISOs to ciso@pstcl.org.
3. Operating Systems of PCs/ Laptops must be updated regularly with latest patches and upgrades.
4. Backup of important data stored in PCs/ Laptops must be taken on periodic basis (i.e. daily/weekly etc. as per office requirement & policy).
5. PCs/ Laptops password must be strong and should not to be shared with anyone by respective users. Also these passwords must be changed periodically for security reasons.
6. Pen drives/ any other external media from unknown sources should not be used in official PCs/Laptops. Similarly, any external devices owned by PSTCL officers/official should not be used in the unknown PCs/ Laptops.
7. Pirated software should not be used in official Desktops/ Laptops strictly.
8. Avoid downloading from freeware websites, websites of dubious nature, etc.
9. Don't click on attachments from unknown sources received in emails.

Guidelines regarding email

1. Only official email IDs must be used for official correspondence.
2. In case official Email IDs are not already created for any user, he/she may write to se-it@pstcl.org through proper channel for creation of official email id.
3. It must be ensured that the PC and browser is up to date where official email id is opened.
4. Email accounts password must be strong.
5. Email Password should not to be shared with anyone by any user.
6. Passwords must be changed periodically for security reasons.
7. Password of email should not be saved in browsers.
8. Official email account should not be opened using open wifi at public places.

Cyber security Guidelines for Government Employees

1. For Cyber security Guidelines for Government Employees issued by National Informatics Centre (NIC), **Ministry of Electronic and Information Technology, Government of India** please click on the following link https://pstcl.org/Cyber/Docs/2022071911035397.pdf.