

**URGENT**

**GOVERNMENT OF N.C.T. OF DELHI**  
**DIRECTORATE OF AUDIT**  
(Administration Branch)

04<sup>th</sup> Level, 'C'-Wing,  
Delhi Sachivalaya,  
New Delhi.

No. F.7(2)/DOA/Estt./2014/dcaaudit/ 8154-8156

Dated:

3/11/2015

**Sub.: Misuse of user ids and passwords in organizations-preventive vigilance measures.**

Please find enclosed herewith the copy of Spl. Secretary (Vigilance) letter No. 2569-2570 dated 30.09.2015 on the subject cited for information and strict compliance accordingly.

This issues with the prior approval of the Competent Authority.

**Encl.: As above.**

@AKP  
3/11/15

**(ALKA BANSAL)**  
**ASSTT. ACCOUNTS OFFICER (ADMN.)**  
**TEL. NO. 23392280**

Copy to: -

1. PA to COA(A) for information please.
2. All the Branch Incharges, Directorate of Audit.
3. ✓ AAO(Audit)/Nodal Officer (Website).

79/C  
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Telegraphic Address :  
SATARKTA: New Delhi

E-Mail Address  
cenvigil@nic.in

Website  
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EPABX  
24600200

फैक्स/Fax : 24651186



सत्यमेव जयते

Directorate of Vigilance  
Govt. of NCT of Delhi  
Dy. No. 13785  
Dated 9/9/15

केन्द्रीय सतर्कता आयोग  
CENTRAL VIGILANCE COMMISSION



सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स,  
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023  
Satarkta Bhawan, G.P.O. Complex,  
Block A, INA, New Delhi 110023

सं./No....010/VGL/080-290733.....

दिनांक / Dated.....30.07.2015.....

GAD/15/43528

Circular No. 09/07/2015

Subject:- Misuse of user ids and passwords in organisations – preventive vigilance measures.

The Commission has of late observed that in many cases relating to Banking Sector, Insurance Sector, CPSEs and even in other organisations functioning in a computerised environment, frauds are being perpetrated on account of the officer(s) sharing their user id and password with unauthorised persons and/or not disabling them on transfer/retirement/suspension/long leave of officers; not frequently changing the passwords, etc. The Commission is of the view that periodic change of passwords by officers would be an important preventive vigilance measure to address the issues. Mail ids, user ids etc. for accessing the secure systems should be disabled once an officer superannuates/placed under suspension/not required to perform any function on account of proceeding on long leave, training, deputation, transfer etc. Introducing a provision in the system/software itself at a pre-decided time period (i.e., a fortnight or a month) to change password could also be one of the options for preventing misuse by unauthorised persons.

To circulate

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08.9.15

Praseg (Vig)  
has seen

2. In addition, it also needs to be ensured by way of periodic surprise inspections / checks by next higher authority / controlling officers as to whether the user ids and password are being shared by the officers with any unauthorised persons.

Praseg (Vig)  
SS (Vig)

3. The Commission, vide circular No. 38/11/10 dated 30.11.2010, advised CVOs of all Public Sector Banks to ensure secrecy of employees' passwords and also keep on changing them frequently so that frauds being committed on account of misuse of passwords of employees may be avoided in the Public Sector Bank. CVOs of Banks were to take suitable action and regularly monitor secrecy of passwords and any instances of casual approach by any password holder was to be dealt ruthlessly by the concerned bank as the same may put huge funds at risk. It appears that the spirit of the circular is not being implemented

send to all  
CVOs

4. CVOs may, therefore, bring the above preventive measures to the notice of concerned authorities in their organisation and also ensure that periodic inspections / checks are conducted to ensure complete implementation.

11/8/15

5. CVOs are further advised to send an action report in this regard of the verification conducted by them or the supervisory officers in their organisation within a month by mail to coord1-cvc@nic.in.

DSE

[J. Vinod Kumar]

Officer on Special Duty

11/9/15

ADCVig  
Circulate thr.

All CVOs of Ministries / Departments / CPSUs / Public Sector Banks / Insurance Companies / Autonomous Organisations / Societies etc.

Handwritten notes and signatures at the bottom of the page.



HM/15/18294

20/09/2015

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24/9**MOST URGENT**

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI

**{DIRECTORATE OF VIGILANCE}**4<sup>th</sup> LEVEL, C-WING, DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI-110002

(Phone No.23392257/23392303 &amp; Fax No.23392354/23392353)

No.F.1/18/2005/DOV/ 11798

Dated: 30/9/15

To

2569-2570

All the Principal Secretaries/Secretaries/Head of Departments,  
Heads of Local/Autonomous Bodies,  
Government of N.C.T. of Delhi, Delhi/New Delhi.

**Sub : Forwarding of Circulars/Office Memorandums received from CVC/GOI-regarding.**

Sir/Madam,

I am directed to send herewith a copy of the following Circular No.09/07/2015 dated 30/07/2015, received from Central Vigilance Commission, Govt. of India, for its compliance as per instructions/directions contained therein.

Sl. No.	Endorsement No. of Circular with Date	Subject
01.	No.010/VGL/080-290733 dated 30/07/2015	Misuse of user ids and passwords in organizations - preventive vigilance measures.

Yours faithfully,



(V.S. RAWAT)

SPL. SECRETARY (VIGILANCE)

Dated: 30/9/15

**Encl : As above.**

No.F.1/18/2005/DOV/ 11799-11803

Copy forwarded for information and necessary action to:-

1. P.S./P.A. to Pr. Secretary/Secretary/Spl. Secretary/Deputy Secy, Dte of Vigilance may also find enclosed herewith the copy of said circular for its compliance in a letter and spirit.
2. The Assistant Directors (Vigilance), Directorate of Vigilance, GNCTD may also find enclosed herewith the copy of said Circular for its compliance in a letter and spirit.
3. The Superintendent (Vigilance), Directorate of Vigilance, GNCTD may also find enclosed herewith the copy of said Circular for its compliance in a letter and spirit.
4. All dealing Hands of D/P Seat, Directorate of Vigilance, GNCTD
5. Guard File.

A  
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P.S. C  
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Spoton. Pl circulate  
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San Benker

(R.K. SHUKLA)

SUPERINTENDENT (ADMN/VIG)