

IT Department  
Inward / Dispatch  
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INDRAPRASTHA POWER GENERATION CO. LTD.

PRAGATI POWER CORPORATION LTD.

(Govt. of NCT of Delhi Undertakings)

Regd. Office: "HIMADRI" Rajghat Power House Complex, New Delhi-110002

IT & ERP DEPARTMENT

No: GM(T)ITP | G-63 | 122

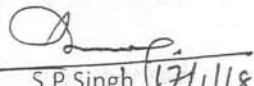
Date: 18.1.18

CIRCULAR

Subject: Guidelines regarding use of Company's IT resources

In accordance with IT security policy of IPGCL and PPCL, rules and guidelines have been defined for all individuals accessing and using company's IT resources. This has been done to not only preserve confidentiality of information but to also ensure availability of systems. Users are required to use the IT systems and services in accordance with the policy rules and guidelines to minimise cyber incidents and ensure software license compliance and compliance related to various Acts such as IT Act, Companies Act etc.

Some of the guidelines have been summarised and attached as Annexure (A). Users are requested to follow the same while using IT resources of the company.

  
S.P. Singh 17/1/18  
G.M (T) IT/ERP

Encl.: As above

Copy for Information to:

1. Sr. PS to M.D
2. Sr. PS /PS to Director (T)/Director (HR)/Director (F)
3. Sr. PS/PS to all Executive Directors/General Managers/CMO
4. ✓ Sr. Manager (IT) – For uploading the same on Company's Website

ANNEXURE 'A'

Guidelines regarding use of Company's IT resources

1. **Use of Internet :**
  - 1.1 Internet shall be used for official purpose only in line with the business needs such as email communication, downloading software updates and patches, vendor search, product information etc.
  - 1.2 Acquisition, storage and dissemination of data or information which is illegal, sexually explicit content etc. which is against the provisions of the various Acts such as IT Act is prohibited.
2. **Antivirus Guidelines:**
  - 2.1 The users must use company's official antivirus software and update the same on weekly basis or as and when the updates are available.
  - 2.2 Users are advised not to open any email/attachment from unknown or untrustworthy source and should delete the same immediately.
3. **Password Policy:**
  - 3.1 The password should be minimum eight characters long. It should be a combination of letters, numbers and special characters.
  - 3.2 The password should not contain commonly used words and should not be based on personal information.
  - 3.3 ERP login password should be kept secret and not to be shared with others.
  - 3.4 The computers must be secured using login password and set to log off automatically after 10 mins if system is left unattended.
4. **Unacceptable Use:** Users must use licensed softwares only. Use of unauthorised or pirated software is strictly prohibited. Users are required to uninstall any unlicensed software and may use open source softwares such as Open Office, etc.
5. Users are responsible for storing, handling and sharing of personal sensitive information of employees, business, financial and trade information as per the sensitivity involved.
6. The employees are allowed to use only the official email account as allotted by the company for official communication.
7. The use of USB pen drives is prohibited in general. If required, user can send a request for the same after approval from concerned General Manager. IT department shall issue the pen drive which shall be duly labelled and recorded.
8. Users must take back-up of critical data on regular basis to avoid any data loss in case of any cyber incident or hardware failure.

