

Z-11018/7/2020- Admn.
Government of India
Ministry of Rural Development
Department of Land Resources

NBO Building, 'G' Wing,
Nirman Bhawan, New Delhi


Dated: 29th May, 2023

CIRCULAR

Subject: Advisory on switching-off Personal Computers while leaving office - reg.

It has come to the notice that sometimes officers/ staff leave office without switching-off their Personal Computers (PCs). This may lead to cyber security hazards and may result into hacking of the systems, data theft etc.

2. For ensuring cyber security and enhancing cyber security preparedness, it has been decided that all officers/ staff should switch-off their PCs mandatorily just before leaving the office. Intimation in this regard may be sent to 'Admn. Division' by sending an email (at admn-dolr@gov.in) just before switching-off the Computers on **daily basis** for monitoring purpose with immediate effect.
3. Deputy Secretary (Admn.) will be the Nodal Officer for monitoring this activity. All Divisions (LR, WM & PME) are requested to nominate suitable Nodal Officers in their Division to ensure strict compliance of the direction.
4. This issues with the approval of Secretary(LR).


(Binod Kumar)

Under Secretary to the Govt. of India

To

All Officers/ Staff - DoLR
(including contractual & outsourced staff)

Copy for information:

- ❖ PPS to Secretary (LR)
- ❖ PS to Additional Secretary
- ❖ PS to JS(LR)/ PPS to EA(A&C)/ PS to DDG(PME)/ PA to JS(WM)
- ❖ DS(A&C)/ STD (NIC)