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Government of India
Ministry of Finance
Department of Expenditure
Controller General of Accounts

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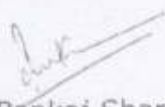
OFFICE MEMORANDUM

Subject: Password policy of PAOs for COMPACT

To ensure that the COMPACT application is secure and data tampering is not there the following password policy may be implemented in the PAOs with immediate effect.

1. The Password of the admin user should be changed and the same should only be known to the PAO.
2. The access to the user master form for creating/modifying/deleting of a user should be only with the PAO and its access should not be given to any other user.
3. Whenever a new user is created in COMPACT the access to only the forms, which are required as per the functional working of the user, should be given to the user.
4. To ensure that only the user knows the password he should at the time of first log in to the system change the password given to the him.
5. In case a user proceeds on leave the access to the forms of that user during his leave period should be given to the user looking after that work by modifying the users access right.
6. In case a user is transferred/leaves the office, the users id should not be deleted, only the access rights of all the forms should be withdrawn to make the user id dysfunctional.
7. It should be made a general practice that all the users change their password every 15 days.
8. Every computer in the network should be installed with anti virus and anti spy ware and the same should be regularly updated to ensure that no spy ware get installed thus compromising with the passwords.

It is requested that the above password policy may be circulated to all your PAOs for its strict implementation.


(Pankaj Sharma)
Asstt CGA

To

All PrCCAs/ CCAs/ CAs / Dy CAs (Holding independent Charge)