

No. MF-CGA/ITD-SPC/Password Policy/2012-13 /08-43

Government of India

Ministry of Finance, Department of Expenditure

Controller General of Accounts

Lok Nayak Bhawan, Khan Market,

New Delhi-1100511

Dated, 16<sup>th</sup> April 2014

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**OFFICE MEMORANDUM**

Subject:- Password policy of PAOs for COMPACT

In supersession of this office's earlier OM No. MF-CGA/SYS/07/11/IT Audit/832-60 dated 3<sup>rd</sup> August 2007, the following Password policy is enunciated with immediate effect in order to ensure more secure environment for COMPACT application sans data tampering:

1. The Password of the admin user should be changed and the same should only be known to the PAO/Administrator.
2. The access to the user master form for creating/ modifying 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 into the system change the password given to 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is transferred/ leaves the office, the users should not be deleted, only the access rights of all the forms should be withdrawn to make the user id dysfunctional.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 gets installed thus compromising with the passwords.

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9. Name similar to the user name should not be used for password.
10. The password should be of the length of minimum 8 and maximum of 15 or more characters.

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



**(Bhole Amit G.)**

**Assistant Controller of Accounts**

To

**All Pr. CCAs/CCAs/CAs with independent charge)**