No. V-12025/5/2025-PFMS/C.N. 18742/5624-5625

Government of India
Ministry of Finance
Department of Expenditure
Controller General of Accounts
Public Financial Management System (HQ)
3rd& 4th Floor Shivaji Stadium Annexe
New Delhi – 110001

Dated: 05.02.2026

OFFICE MEMORANDUM

Subject: Security Guidelines to all PFMS users.

All PFMS users are, hereby, advised to follow the security guidelines contained herein to mitigate the risks of cyber-attacks and ensure information security.

2. Further, all Pr. CCA/CCA/CAs (independent charge) being the nodal officer of PFMS are also requested to issue necessary instructions to all the PFMS users under their administrative control that PFMS credentials must NOT be shared.

3. PFMS users are required to adhere to the following security guidelines:-

a) Create a strong password and do not share your username, password and OTP with anyone.

b) Change your password periodically and immediately if anyone suspect unauthorized access.

c) Update operating system, browsers, plugins, anti virus and software to the latest version.

d) Always log out after completing your sessions.

e) If you receive an OTP without initiating a transaction, report it immediately.

f) Be cautious of emails, messages, or calls asking for sensitive information.

g) Verify the website URL before logging in and ensure it begins with https://.

h) Do not click on suspicious links or download attachments from unknown sources.

i) Remove unauthorized software & social media sites from the system.

j) Install suitable anti-malware, anti-ransomware and anti-exploit software.

k) Configure regular system scans.

l) Keep all the systems password protected. The password may not be shared with any other person.

m) Do not save login credentials of NIC mail accounts, Kavach and PFMS login id in browser.

n) Failure to follow these security guidelines may increase the risk of fraud or unauthorized access.

o) In case of suspected fraud, security breach or loss of credentials report the same immediately which prevent further misuse and financial loss.

This issues with the approval of Competent Authority.

05/02

(Rahul Garg)
Deputy. CGA (Tech.)

To,

1. All Pr. CCAs/CCAs/CAs (independent charge).
2. Sr. AO (Helpdesk) and Sr. AO (GIFMIS) for uploading on PFMS and CGA websites respectively.