OFFICE OF THE COMMISSIONER OF CUSTOMS (EXPORT),

JAWAHARLAL NEHRU CUSTOM HOUSE, NHAVA SHEVA.

F.No. S/12-Gen-02 / 2006 -07 AM (X)
������������������������������������
������� Date :� 22.08.2006

STANDING ORDER NO. 36 /2006

������������������������� **Sub.: �Security of Passwords by ICES Users �Reg**.

������������Attention of all Officers of this Custom House is invited to Directorate General of Systems & Data Management�s instructions vide F.No.� IV(26)/7/2006-Systems-737 dated 31.07.2006 regarding security of passwords by ICES users.

������������Recently, an instance of drawback fraud has been noticed wherein substantial amount of drawback was fraudulently availed in an Air Cargo Complex.� The fraud took place on account of compromise of passwords of some ICES users.

������������It is once again reiterated that protection of password by the users is the first line of defense in an electronic environment in so far as security of data is concerned.� In the data processing systems, the biggest threat to data comes from password compromise. All users of ICES system once assigned a user ID and password. are required to maintain the confidentiality of the password.� They are also required a periodically change their password.� It is also the responsibility of the Systems Managers to ensure that on transfer of officers or a change in roles of the officers, a user id is deactivated or privileges modified in the system.

������������In order to avoid password compromise, the following steps should be followed by all users of the system.

������������**<u>Steps to avoid Password Compromise</u>**:-

1. The password is first allotted to user by the Systems Manager.� Change the password immediately after is has been allotted by the System Manager.

2.�������� Password construction rules:

�������������������(a) �� The password should be of a minimum length of eight characters.

(b) ���The password should be constructed to contain both alphabet characters and alphanumeric characters.� A simple way of doing this is by constructing sentences that the user will remember such as �Mohan visited the Custom House on 3rd March, 2000�.� This sentence can be condensed into the following pnemonic �MVTCH0332K�.� Similar pnemonics derived from other easy to remember sentences containing dates / numbers form good passwords.

(c) �It is preferable to use a certain minimum number of lower case

������������������������ characters.

(d) �It is best to avoid repeating a single character several times in the�

������ �password.

(e) �The use of names in passwords should be strictly avoided.� This ���

applies not only to user names but those of his/her family and friends.

(f)�� Avoid use of the words in the dictionary as passwords.

3. �������� Change the password at regular intervals:� Passwords should not be kept for use beyond fifteen days at the most.� All users are

advised to change their passwords at intervals of one week and in any case within fifteen days.

4. ��������Never repeat a password:� Password once used and changed should not be used again.� It is a safe practice that protects user from persons who try and guess passwords.

5. ��������Avoid writing the password on paper / on the monitor or anywhere where it can be found.� Most password compromises have their origin in passwords being written in a place where others can locate them.

6. ��������Passwords should not be typed in front of other people.� While typing the user should request the other person to turn away.� In case of doubt that someone may have seen the user�s password, the user should change the password forthwith.

7. ��������Users should never leave their seat before logging out:� All users must remember that if any other person is able to work on the user�s account he / she can inflict considerable damage in the name of the user.

8. ��������Do not disclose your password to anybody, not even to your superior or subordinate.� In exceptional circumstances when the password has to be shared, it should be changed immediately after the shared task has been completed.

9. ��������Do not ask the subordinates or outside persons (CHAs /

CMC employees) to carry out operations on the system meant to be performed by the officer / staff himself.

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All concerned are directed to follow the above instructions scrupulously, and disregard of these instructions may invite disciplinary actions.

(H.O. TIWARI)

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