



कर्मचारी भविष्यनिधिसंगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
(MINISTRY OF LABOUR & EMPLOYMENT, GOVT. OF INDIA)
राष्ट्रीय डाटा केंद्र / NATIONAL DATA CENTRE
1ST Floor, BhavishyaNidhiBhawan, Plot No.23, Sector-23, Dwarka, New Delhi-110075
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CISO/Security/2022/ 1322

Date:01.06.2022

CYBER SECURITY ADVISORY : PROCESSING OF CLASSIFIED DOCUMENTS/ FILES ON E-OFFICE

1. Refer Minutes of the meeting held under the chairmanship of Secretary, Department of Administrative Reforms & Public Grievances (AR & PG) on 28.07.2018 (Office Memorandum) to discuss matter regarding processing of classified documents/files on e-office. (a copy attached)
2. It has been observed that letters/files with classification as secret are being shared on e-office application within EPFO.
3. In this context, it is highlighted that e-office applications do not cater to the requirements of secret/ top secret/ classified communications. Such communications/ files are to be handled on physical mode.
4. For information and strict compliance please.

Copy to,

1. PPS to CPFC
2. FA & CAO, CVO
3. ALL ACC/ACC(HQ) in Head Office and NDC
4. Director, PDUNASS
5. CTO

(Rahul Modgil)
Chief Information Security Officer