

Check list of Cyber Security for the month of \_\_\_\_\_

Sl. No.	Items	Status (Yes/No)	Remark
1	Updated Antivirus Software		
2	Backup of files on regular basis		
3	Sensitive Information including Cabinet Note etc. kept on separate Computer not connected to internet		
4	Strong Password ( <i>Combination of Min. 8 characters, numeric, special character, Capital &amp; Small characters</i> )		
5	System Locked when not in use		
6	Pen drive Scan in every use		
7	Emails and attachments received from unknown source should not be opened		
8	System shutdown at the End of the Day (EoD)		
9	Internet Modem switched off at the EoD		
10	Browser closed after use		

Signature of the concerned officer

Seal