

DGT- ITII /2021
Government of India
Ministry of Communication
Dept. of TeleCommunication

Office Order

Dated: 1st April, 2021

Sub: **DGT - Work from Home guidelines during the COVID-19 Stay Safe - reg.**

In view of the unprecedented situation faced by the nation to curb the spread of COVID-19 infection, and in the likelihood of the lockdown being extended or partially lifted, it is critically essential/ need of an hour to develop a functional protocol on the Work from Home / remote working model.

Safety measures to be taken while you work from home

Install anti-virus

Many of you must be using personal devices for work. These devices will not be as secure as your work devices. However, installing an anti-virus software can add on to the security of your personal devices.

Use cloud storage

Avoid saving official documents on your system. Try using cloud services like doc, spreadsheet, etc. since this will minimize the risk to data as it is not stored locally.

Use stronger passwords

Ensure that all accounts are protected with strong passwords. Use passwords that are the combination of upper and lower case letters, numbers and special characters.

Increase your Wi-Fi security

Use a stronger password and enable WPA encryption.

If possible, place the wireless router as close as possible to the middle of your house. This will limit the range of signals within your home and prevent outsiders from accessing it.

Regards

भारत सरकार

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