



CENTRAL RAILSIDE WAREHOUSE COMPANY LIMITED

(A Govt. of India Enterprise-Mini Ratna)

CIN:U63023DL2007PLC165676

No :- CRWC-VII/IT Policy/2015-16/ 4850

Date : 15/02/2016

CIRCULAR

With the approval of Competent Authority, CRWC, it has been decided to block/disable the use of external storage media (Pen Drive, External Hard Disk Drive etc) within CRWC, CO.

The usage of external storage devices will now be governed by attached guidelines. Please feel free to contact IT Department for any technical assistance.

It is, therefore, advised that all corporate office employees should abide by this rule and cooperate with IT department.

Gautam
15.2.16
(Gautam Kr. Das)
Manager (IT)

Distribution :-

1. All HODs, CRWC, Co, New Delhi
2. All Officers & Staff, CRWC, CO, New Delhi

Copy To :-

3. PS to MD, CRWC, CO, New Delhi
4. Executive-IT to upload the circular in CRWC Web Portal

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Sub: Policy implementation on Use of external storage device

Devices covered under this policy include CRWC, CO issued

1. USB storage devices
2. External hard disk

Use of these devices shall be governed by the following:

1. Use of external storage media, by default shall not be allowed within CRWC, CO. If the use of external storage is necessary, due approval from the competent authority of CRWC,CO shall be taken.
2. Blocking access to external storage on all the systems shall be implemented within the CRWC, CO.
3. Users shall use only the media issued by the CRWC, CO for all official work for the time period specified in the requisition form, if the time period specified in the requisition form is over, person should return the issued item under the custody of IT team also the user shall be responsible for the safe custody of devices and contents stored in the devices which are in their possession.
4. Users shall not allow USB device belonging to outsiders to be mounted on any CRWC, CO systems.

Use of External storage media by a visitor:

1. Concerned department shall ensure that process is in place that visitors to CRWC, CO shall not be allowed to carry any portable media without permission.
2. If it is necessary to allow the visitor to use a USB memory device for any reason, it shall be used only on designated system with proper approval.

Guidelines:

1. Person who will ask for external storage device will have to fill the Requisition form.
2. Those who have taken external storage device from CRWC, CO may be asked to returned external storage device if the purpose is over or if they are transferred/leaving the CRWC, CO.

Self-certification for verification of USB devices by individuals at regular intervals of 3 months shall be carried out by issuing authority to ensure that devices issued to them are under their safe custody.

N.B : All external devices (Pen Drive, External Hard Disk Drive etc) related matter will be taken care by IT Department.