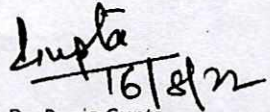# COMPUTER FACILITY
AIIMS, New Delhi

Date: 16.08.2022

SUBJECT: Compliance of Security Instructions provided under National Information Security Policies and guidelines issued by MHA in 2014 and Cyber Security Policies issued by DeitY - Regarding

With reference to the directions received vide OM No. Z-18015/14/2014-eGov dated 22/04/2015 from Director(eGov), MoHFW regarding implementation of National Information Security Policies & guidelines in the AIIMS, New Delhi; Computer Facility had designated cyber security roles to certain officers of CF vide its office memo dated 03 June 2015. Now, with the approval of Director, AIIMS the following changes are hereby notified regarding the said cyber security roles:

1) Prof. Incharge, Computer Facility – <u>Chief Information Security Officer</u>
2) Mr. Amit Bhati, Sr.Programmer, CF & Mrs. Geetika Gupta, Programmer, CF – <u>Cyber Security Administrators</u>
3) Sh. Pawan Kumar, Sr. Programmer, Computer Facility – <u>Information Security Officer</u>
4) Dr. S.K. Meher, Systems Analyst, Computer Facility & Mr. Harish, Programmer, CF – <u>System Administrators</u>
5) Sh. Harishankar, Sr. Programmer, Computer Facility – <u>Network Security Administrator</u>
6) Sh. Bishnu P. Bera, Programmer, Computer Facility – <u>Network Administrator</u>

Above mentioned officers are requested to go through the duties & responsibilities attached herewith and implement the same in AIIMS, New Delhi.

Dr. Pooja Gupta,
Prof. Incharge, CF

CC:

1) Director, AIIMS – For information
2) DDA, AIIMS - For information
3) Prof. Nikhil Tandon, Chairman, Computerization Committee – For information
4) All officers mentioned above (Sr. No. 1 to Sr. No.6) – For compliance
5) Mrs. Ankita Saini, Programmer – To upload this circular on AIIMS Website

Name of the Document		Cyber Security Roles for Implementing Cyber Security Policies	
Classification	Restricted	Audience	All employees
Version	2.0	Date of last change	30th Aug. 2010

ANNEXURE – I

Cyber Security Roles for Implementing Cyber Security Policies

1. **National Information Security Officer (NISO)**

   An NISO is to be designated as the head of cyber security for Government of India. The NISO will be responsible for cyber security of all Departments and Ministries of Government of India. The NISO shall have following responsibilities:

   - Responsible for cyber security of all Departments and Ministries of Government of India
   - Interact with the Network Security Operation Centre (NSOC) Head, Chief Information Security Officers (CISOs) and other security agencies
   - Assess cyber security initiatives and provide recommendations
   - Drive the implementation of Cyber Security Policy, Guidelines and Procedures
   - Review Cyber Security Policies
   - Review the effectiveness of implementation of Cyber Security Policies

2. **Chief Information Security Officer (CISO)**

   A CISO is to be designated by every Ministry / Department, who is not below the level of Director. The CISO shall perform the following responsibilities:

   - Formulate additional Security Policies, as per the need of Ministries / Departments, in addition to the *Cyber Security Policies for Government of India*
   - Interact with ISOs for Implementation and Compliance of Security Policies
   - Review and approve any exceptions within the Security Policy
   - Ensure resolution of security incidents
   - Interact on regular basis with CERT-In and report cyber security incidents
   - Facilitate awareness & training programs
   - Disseminate Security Policies

3. **Cyber Security Administrator (CSA)**

   A CSA is to be provisioned for each Ministry / Department by the Service Provider, who is responsible for coordination of technical activities, related to Security Policies. The CSA shall have the following responsibilities:

   - Assist the CISO in the implementation of Security Policies
   - Analysis of security logs pertaining to the Ministry to find out attack pattern

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- Interact with NSA for resolution of security incidents
- Keep abreast with latest security vulnerabilities and implement mitigation solution

4. Information Security Officer (ISO)

An ISO is to be designated for every Location where the Ministry / Department is located. The ISO will be responsible to coordinate administrative issues related to security per Location of the Ministry / Department. The ISO shall have the following responsibilities:

- Implement Security Policies adapted by the respective Ministry / Department
- Report any security incidents to the CISO
- Provide administrative support for resolving the reported security incidents
- Provide administrative support for deployment of Security Policies

5. System Administrator (SA)

One or more (based on requirements) SA for Ministry / Department per Location is to be provisioned by the Service Provider. The SA shall have the following responsibilities:

- Implement relevant Security Policies
- Perform Client Systems' administration
- Conduct internal security compliance review of the client systems
- Report any security incidents to the ISO & NSA

6. Network Security Administrator (NSA)

An NSA is to be provisioned to manage the security of the networks established in one Location / Bhawan. NSA shall have the following responsibilities:

- Responsible for network security
- Ensure enforcement of policies pertaining to network security
- Design, implement, and maintain network architecture and security solutions
- Investigate network security incidents
- Provide periodic reports on cyber security activities
- Maintain documentation of the network security resources
- Manage the Location / Bhawan SOC

7. Network Administrator (NA)

An NA is to be provisioned to manage the network established in one Location / Bhawan. The NA shall have the following responsibilities:

- Manage the network of one Location / Bhawan