



भारतीय पटसन निगम लिमिटेड

(भारत सरकार की संस्था)

The Jute Corporation of India Limited

(A Government of India Enterprise)

आईएसओ 9001:2015 प्रमाणित कंपनी / An ISO 9001:2015 Certified Company

पंजीकृत और प्रधान कार्यालय: 15एन, नेली सेनगुप्ता सरणी, 7वां तल

Regd. & Head Office: 15N, Nellie Sengupta Sarani, 7th Floor,
कोलकता / Kolkata - 700 087

सी.आई.एन. / C.I.N.: U17232WB1971GOI027958



Ref. No. JCI/IT/Policy/2020/Circular/01

Date: 10.11.2020

Circular

Information Technology (IT) Policy & Procedure and Policy & Procedure for Document Digitisation as approved by the Appropriate Authorities are being circulated herewith.

The same are to be strictly adhered to and complied with, by all employees of the Corporation.

These policies will be reviewed in November, 2020 or as and when required.

This has the approval of competent authority.

(Santanu Chakraborty)
Head of the Department (IT)

Enclosures:

1. Information Technology (IT) Policy & Procedure and Policy & Procedure v1.0
2. Policy & Procedure for Document Digitisation v1.0
3. OWASP Application Security Verification Standard v4.0
4. OWASP Mobile Application Security Verification Standard v1.2
5. Guidelines for Enablement of Government Departments for Adoption of Cloud v2.1
6. Guidelines for User Departments on Service Level Agreement for Procuring Cloud Services v1.0

} For IT Personnel
only

Circulation:

1. CMD's Secretariat - for information of CMD
2. General Manager (O&M)
3. Dy. General Manager (P&A)
4. Chief Managers
5. Senior Managers
6. Managers
7. Deputy Managers
8. Assistant Managers
9. RO / RLD - with a request to circulate among employees of the Region
10. Notice Board / Guard File / Website
11. All Employees of the Corporation

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