



**DIRECTORATE GENERAL OF SYSTEMS & DATA MANAGEMENT
CUSTOMS, CENTRAL EXCISE & SERVICE TAX
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KAUTILYA MARG, CHANAKYA PURI,
NEW DELHI- 110 021**

IV (26)/ 104/ 2008-Systems/ 12105

Date: 01.06.2012

To,

All Chief Commissioners of Customs/ Central Excise/ Service Tax
All Director Generals/ Addl. Director Generals
All Commissioners of Customs/ Central Excise/ Service Tax

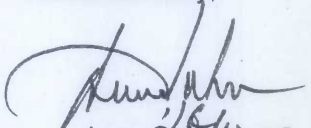
Subject: SSO ID Password Reset Policy Enforcement Advisory regarding

Please refer to DG Systems' letter no. IV (26)/ 104/ 2008-Systems/436 dated 23.02.2012 vide which instructions for User Access Management and General Advisory to LSM/ Com Admin were sent.

2. It will be appreciated that access to business information and data should be controlled in order to restrict access to authorized users only. Inappropriate and unauthorized access may result in unauthorized changes to the application software, information and data. Accordingly to strengthen Information Security measures, SSO ID Password Reset policy is being implemented by this office, mandating change of password by the users after every 30 days.
3. Please find enclosed herewith copy of the advisory in this matter. Diligent compliance of the procedures mentioned in the advisory will streamline the functioning at field level and will thus rule out/ minimize the chances of security breaches. All officers may therefore be apprised of this advisory and sensitized to change their passwords every month following the procedures mentioned in the attached advisory.
4. For any further clarification, this office may be contacted by email at cbec.usermgmt@icegate.gov.in

Encl:As above

Yours faithfully,


Arun Sahu

Director General (Systems), CBEC

SSOID Password Enforcement Advisory
Central Board of Excise and Customs

A unique SSO id has been provided to each CBEC departmental users and Non CBEC users (Service center, CBEC Application teams, Vendors) who requires accessing the CBEC applications centrally available from Data Center.

As a part of CBEC Information Security policy, SSOID Password reset enforcement has to be enabled for all the users accessing CBEC Infrastructure.

- A. SSOID users would be notified to mandatorily change their SSOID password after every 30 calendar days.
- B. Password history remember feature.
- C. SSOID account lockout feature.

For enablement of Password reset enforcement, the customization has been done to achieve the functionality.

A. Password Reset Enforcement Feature:

- 1) Warning Notification for password reset will be send on official Icegate e-mail address and alternate e-mail on 20, 25 and 27th days of the last password change date.
- 2) On 30th day SSOID password expiry e-mail will be send and password will get expired.
- 3) After the SSOID password has expired user will not be able to access Citrix.
- 4) User has to change the SSOID password to access Citrix.
- 5) User can change the SSOID Password by following these steps:
 - a. Open the link <http://apps.cbec.gov.in>
 - b. Click on the "Change Password" link.
 - c. User has to answer 3 challenge questions to reset the password.
 - d. To change answers for challenge questions, user has to click on "Challenge Q&A" link.
- 6) Once the password is reset the notification cycle will be reset again for 30 days and user will be able to access Citrix using the new password.

B. Password History Remember Feature:

This feature will enable password history remember feature so that user will be forced not to use their previous four passwords.

C. SSOID account lockout feature:

SSOID account will be locked after 5 unsuccessful login attempts in Citrix application. However, the SSOID account will be unlocked automatically after 30 minutes lockout period.

User can also unlock his SSOID after resetting his password.

For any issues related to resetting the password or changing the answers for challenge questions, please contact SI Helpdesk on SI.Helpdesk@icegate.gov.in or 1800-266-2232.