



भारत सरकार / GOVERNMENT OF INDIA
पत्तन, पोत परिवहन और जलमार्ग मंत्रालय
MINISTRY OF PORTS, SHIPPING AND WATERWAYS

समुद्रीय प्रशासन महानिदेशालय, मुंबई
DIRECTORATE GENERAL OF MARITIME ADMINISTRATION, MUMBAI

File No.:11-33/12/2024-COMP - DGS(Comp No :28969)

Dated: 01.09.2026

DGMA Circular No-54 of 2026

Subject: Cybersecurity Awareness Training on Physical & Workspace Security, Mobile Security and Email Security Habits - reg.

Sir,

As part of DGMA's ongoing cybersecurity awareness and capacity-building initiatives, and as per the directions received from the Chief Information Security Officer (CISO), the Cybersecurity Team shall conduct a cybersecurity awareness training session for all officers and staff members.

2. This training is being organized in pursuance of the Action Plan for observance of Vigilance Awareness Week (VAW)-2026 and Preventive Vigilance Campaign, vide F. No. 17-19/11/2026-VIG-DGS dated 27.08.2026, wherein under the Capacity Building Programme, DDG (IT & e-Governance), in consultation with the Vigilance Branch, has been directed to conduct training on "IT & Cyber Security and Cyber Hygiene" for all employees.
3. Accordingly, the Cybersecurity Team shall conduct a cybersecurity awareness training programme as per the schedule below:

Date: 02 September 2026

Time: 11:00 AM to 12:00 PM

Conducted By: Cybersecurity Team, DGMA in main conference hall.

4. The training session shall cover the following topics:
 - Physical & Workspace Security
 - Clean Desk and Clean Screen Habits
 - Protection of Official Documents, Devices and Information Assets
 - Mobile Security Best Practices
 - Email Security and Cyber Hygiene Practices
5. The objective of the training programme is to enhance awareness among officials regarding the protection of information assets and to encourage the adoption of secure workplace practices for safeguarding official records, devices, systems, and sensitive information from unauthorized access, disclosure, loss, theft, or cyber threats.
6. The session shall specifically focus on:
 - (i) Adoption of Clean Desk and Clean Screen practices to prevent unauthorized exposure of official and sensitive information.
 - (ii) Secure handling and protection of laptops, desktops, mobile devices, removable media, and official records within office premises.

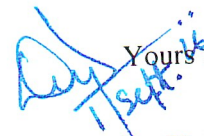
(iii) Protection of confidential information from inadvertent disclosure through physical or electronic means.

(iv) Safe usage of mobile devices, including implementation of basic security measures and reporting procedures in the event of loss or compromise.

(v) Identification of phishing attempts, malicious attachments, suspicious links, social engineering attacks, and other common email-based cyber threats.

7. Considering the importance of cybersecurity awareness and cyber hygiene in safeguarding DGMA's information assets and digital services, all officers and staff members are requested to attend the training programme and actively participate in the session.
8. Heads of Wings/Divisions may kindly ensure maximum participation of officials working under their administrative control.
9. This awareness programme forms an integral part of DGMA's cybersecurity governance framework and supports the objectives of the Vigilance Awareness Campaign by promoting responsible use of information systems, improving cyber hygiene, strengthening organizational resilience, and fostering a culture of vigilance and security across the organization.

Your support and cooperation in ensuring the successful conduct of this programme are highly appreciated.



Yours faithfully,

(Deependra Singh Bisen)

Chief Information Security Officer (CISO)

To,

1. All DDGs / ADGs / Wing Heads, DGMA.
2. All Officers and Staff Members, DGMA.