

महालेखाकार का
कार्यालय, मिजोरम
आइजोल, मिजोरम-796001



OFFICE OF THE
ACCOUNTANT GENERAL, MIZORAM,
AIZAWL,
MIZORAM -796001

No. AG-MIZ/EDP-44/CIRCULAR/2026-27/03

Dated: 26/05/2026

OFFICE CIRCULAR

Subject: Standard Operating Procedure (SoP) for Secure Data Sharing in IA&AD.

In terms of the Standard Operating Procedure (SoP) on Secure Data Sharing in IA&AD, finalized and issued by Headquarters via email dated 19th May 2026, the following officers are nominated as the Data Protection Officer (DPO) for the wings under their charge-

1. **DPO (Admin & Accounts)** - Shri K. Jayakar Babu, DAG (Admin & Accounts)
2. **DPO (Audit)** - Shri Sebabrata Mazumdar, DAG (Audit)

Further, the approved SoP on Data Sharing which establishes a structured framework regulating data classification, requests, approvals, handling, and retention in alignment with the Policy on Data Governance and Data Security as well as the provisions of the Digital Personal Data Protection (DPDP) Act, 2023 is hereby circulated, as annexed, for compliance.

Additionally, all concerned officials are directed to strictly adhere to the following key guidelines:

1. All data requests must be initiated and processed strictly through the prescribed Data Sharing Form (Annexure-I). No data shall be accessed or shared without formal prior approval.
2. Any sharing involving Sensitive Personal Information (SPI) or Negative List data mandates the prior approval of the Chief Data Protection Officer (CDPO), i.e., DG (IS) at HQ.
3. Data sharing must operate strictly on a "need-to-know" basis and be transmitted solely through authorized, encrypted, and access-controlled secure channels.
4. Data Protection Officers (DPOs) must enforce safeguards such as data minimization, masking, or anonymization before distributing data to field parties. Storing data on personal or unauthorized devices is strictly prohibited.
5. Data must only be retained for the approved duration or as per existing rules, whichever is earlier, and must be securely archived or deleted upon completion of its intended use.
6. Any instances of data breach, deviation, or non-compliance must be reported immediately to the Head of Office, the CISO, and the CDPO without delay.

7. Necessary internal controls and monitoring systems to maintain a proper audit trail of all data-sharing transactions.

Encl: As above (Data Sharing SoP & Annexures)

[Authority: Accountant General's approval at Note #6 of File No. AG/MIZ/EDP-44/CIRCULAR/2026-27/ dated 25.05.2026]

(K. Jayakar Babu)
Dy. Accountant General
(Admin & Accounts)

No. AG-MIZ/EDP-44/CIRCULAR/2026-27/

Dated: 26/05/2026

Copy forwarded for information and necessary action to:

1. Data Protection Officer (Audit Wing)
2. Data Protection Officer (Accounts)
3. Branch Officers of all wings
4. E-Notice/Notice board.

Sr. Audit Officer/ EDP