

राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड
NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Ref. No. NITUK/Estt./OO/2017/001/ A-2 80

Date:

21 JUN 2017

CIRCULAR

This is compliance to OM No.2(22)/2013-EG-II dated 27/02/2015 of Ministry of Communications & Information Technology, Dept. of Electronics & Information Technology (E-Governance Division) regarding use of e-mail services of Government of India (GoI).

In this connection, all the employees are hereby intimated that email ID's of all employees have been created in the NIC Portal and same has been communicated by NIC on your official mobile numbers. All are directed to access assigned email ID for official communication and communication should be avoided from other email ids.

It is further clarified that user have the responsibility to use these resources in an efficient, effective, ethical and lawful manner.


Registrar

Copy to:

1. All employees of the Institute – through email
2. Assistant Registrar (Admin.)
3. PA to Registrar
4. PA to Director
5. Guard File – For record

No.2(22)/2013-EG-II
Government of India
Ministry of Communications & Information Technology
Department of Electronics & Information Technology
E- Governance Division

Electronics Niketan
6, CGO Complex, Lodhi Road
New Delhi - 110003
Dated: - 27-02- 2015

Office Memorandum

Sub: Gazette notification of "E-Mail Policy of GoI" & "Policy on Use of IT Resources of GoI" formulated by DeitY

The undersigned is directed to convey the notification of the following policies by the Department -:

1. **E-mail Policy of Government of India** : It lays down guidelines with respect to use of e-mail services of Government of India (GoI).The objective of this policy is to ensure secure access to and usage of GoI e-mail services by its users. Users have the responsibility to use this resource in an efficient, effective, lawful, and ethical manner.
2. **Policy on Use of IT Resources of Government of India** : It lays down guidelines with respect to use of all IT resources of GoI.The objective of this policy is to ensure proper use of GoI IT resources by its users. Users have the responsibility to use these resources in an efficient, effective, ethical and lawful manner.

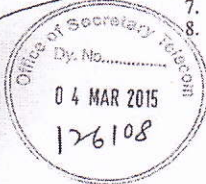
The Gazette notifications of the aforesaid policies is enclosed for information and necessary action. This issues with the approval of the competent authority.

Archana
Archana Dureja
Scientist 'F'/Director
E-Gov Division
Tel no. 24362528
E- mail :archana@mit.gov.in

Encl. As above

To:

1. The Secretary, Department of Agriculture and Cooperation
2. The Secretary, Department of Agricultural Research and Education
3. The Secretary, Department of Animal Husbandry, Dairying and Fisheries
4. The Secretary, Department of Atomic Energy
5. The Secretary, Department of Chemicals and Petro Chemicals
6. The Secretary, Department of Fertilizers
7. The Secretary, Department of Pharmaceuticals
8. The Secretary, Department of Commerce



No. 8-9/2013-14/IT
Government of India
Ministry of Communications and IT
Department of Telecommunications
Sanchar Bhawan, 20, Ashok Road
New Delhi-110 001

New Delhi, Dated the 19th March' 2015

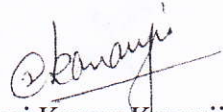
Subject: Gazette notification of "Email Policy of GoI" & "Policy on use of IT Resources of GoI" formulated by DeitY

Kindly find enclosed herewith a copy of Department of Electronics & Information Technology letter no. 2(22)/2013-EG-II dated 27.02.2015 on the subject cited above for information/ necessary action.

The weblinks for Gazette notifications are as follows:

- a) [https://mail.nic.in/docs/newpolicy/Gazette_notification_of E-mail Policy of Government of India.pdf](https://mail.nic.in/docs/newpolicy/Gazette_notification_of_E-mail_Policy_of_Government_of_India.pdf)
- b) <https://mail.nic.in/docs/newpolicy/Gazette%20notification%20of%20Policy%20on%20use%20of%20IT%20resources%20of%20Government%20of%20India.pdf>

Enclosure: As above


(Vinai Kumar Kanaujia)
Director (IT-V)
Telephone: 23036509

Copy to:

1. PS to Hon'ble MoC&IT
2. PPS to Secretary(T)
3. PPS to Member(S), Member(T), Member(F), Special Secretary(T)
4. PPS Advisor(O), Advisor(T), Advisor(F)
5. All officers in DoT(Hq.)
6. Heads of all Attached Offices/ Subordinate Offices/ Field Offices/ Statuary bodies/ Autonomous bodies
7. Sr. Technical Director & Principal System Analyst, NIC-DOT