

F. No. 8-14/2014-TEL
Government of India
Ministry of Human Resource Development
Department of Higher Education
TEL Division

Shastri Bhawan, New Delhi,
Dated 23rd December, 2014.

OFFICE MEMORANDUM

Subject: Posting Information on Social Media-reg.

The undersigned is directed to forward the OM No. 5(11)/2014-EG-1 dated 26.11.2014 received from Director, M/o Communication & IT, D/o Electronic & Information Technology, on the subject mentioned above for information and necessary action.

Encl: As above



(Devender Kumar)
Under Secretary (TEL)
1C-705

Copy to:

- ✓ All Bureau Head of the Ministry of HRD (As per list attached).
- NIC Cell of MHRD.

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Government of India
Ministry of Communication & IT
Department of Electronics & Information Technology

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Electronics Niketan
New Delhi
Dated: 26.11.2014

OFFICE MEMORANDUM

Subject: Posting information on Social Media

Social media is increasingly being used in Government for public engagements for disseminating information, policy making, recruitments, generating awareness, education etc. Most of the social media platforms are based outside India and are not governed by Indian laws. It is very important to ensure that Public Records Act 1993 and other applicable laws are complied with and adequate provisions for security are in place in view of current threat scenario in cyber space.

In view of above, it is advised that while employees are free to post response in their personal capacity, it is mandatory that while they are doing so:

- they must clearly identify themselves
- confidential information must not be divulged
- their views should not be seen to represent "official view" unless authorised to do so.
- For any official work involving transmission of public records, they must use an e-mail identity connected to a server, located in India and for this purpose they may preferably take service of National Informatics Centre (NIC).

All Government Departments/ Ministries are therefore requested to issue necessary instructions to all employees in this regard.

This issues with the approval of Secretary, DeitY.



Archana

(Archana Dureja)
Director/Scientist 'F', DeitY
Phone: 011-24362528

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