

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

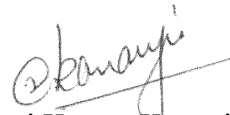
Subject: Gazette notification of "Email Policy of GoI" & "Policy on use of IT Resources of GoI" formulated by DeitY

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
- 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

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
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[Signature]
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[Signature]
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

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9. The Secretary, Department of Industrial Policy and Promotion
10. The Secretary, Department of Telecommunications
11. The Secretary, Department of Posts
12. The Secretary, Department of Food and Public Distribution
13. The Secretary, Department of Consumer Affairs
14. The Secretary, Department of Defence
15. The Secretary, Department of Defence Production
16. The Secretary, Department of Defence Research and Development
17. The Secretary, Department of Ex-Servicemen Welfare
18. The Secretary, Department of Financial Services
19. The Secretary, Department of Economic Affairs
20. The Secretary, Department of Expenditure
21. The Secretary, Department of Revenue
22. The Secretary, Department of Disinvestment
23. The Secretary, Department of Health and Family Welfare
24. The Secretary, Department of AYUSH
25. The Secretary, Department of Health Research
26. The Secretary, Department of AIDS Control
27. The Secretary, Department of Heavy Industries
28. The Secretary, Department of Public Enterprises
29. The Secretary, Department of Home Affairs (Home Secretary)
30. The Secretary, Department of Official Languages
31. The Secretary, Department of Border Management
32. The Secretary, Department of Inter State Council Secretariat
33. The Secretary, Department of School Education & Literacy
34. The Secretary, Department of Higher Education
35. The Secretary, Department of Legal Affairs
36. The Secretary, Department of Justice
37. The Secretary, Department of Legislative Department
38. The Secretary, Department of Personnel & Training
39. The Secretary, Department of Administrative Reforms & Public Grievance
40. The Secretary, Department of Pension & Pensioners Welfare
41. The Secretary, Department of Rural Development
42. The Secretary, Department of Land Resources
43. The Secretary, Department of Science and Technology
44. The Secretary, Department of Scientific and Industrial Research
45. The Secretary, Department of Biotechnology
46. The Secretary, Department of Social Justice & Empowerment
47. The Secretary, Department of Disability Affairs
48. The Secretary, Department of Space
49. The Secretary, Department of Sports
50. The Secretary, Department of Youth Affairs
51. The Secretary, Ministry of Civil Aviation
52. The Secretary, Ministry of Coal
53. The Secretary, Ministry of Corporate Affairs
54. The Secretary, Ministry of Culture
55. The Secretary, Ministry of Development of North Eastern Region
56. The Secretary, Ministry of Drinking Water & Sanitation
57. The Secretary, Ministry of Earth Sciences
58. The Secretary, Ministry of Environment, Forests & Climate Change
59. The Secretary, Ministry of External Affairs
60. The Secretary, Ministry of Food Processing Industries
61. The Secretary, Ministry of Housing & Urban Poverty Alleviation
62. The Secretary, Ministry of Information & Broadcasting
63. The Secretary, Ministry of Labour & Employment
64. The Secretary, Ministry of Mines
65. The Secretary, Ministry of Minority Affairs
66. The Secretary, Ministry of Micro, Small & Medium Enterprises
67. The Secretary, Ministry of New & Renewable Energy

68. The Secretary, Ministry of Overseas Indian Affairs
69. The Secretary, Ministry of Parliamentary Affairs
70. The Secretary, Ministry of Panchayati Raj
71. The Secretary, Ministry of Petroleum & Natural Gas
72. The Secretary, Ministry of Power
73. The Secretary, Ministry of Road Transport & Highways
74. The Secretary, Ministry of Rural Development
75. The Secretary, Ministry of Shipping
76. The Secretary, Ministry of Statistics & Prog. Implementation
77. The Secretary, Ministry of Steel
78. The Secretary, Ministry of Textiles
79. The Secretary, Ministry of Tourism
80. The Secretary, Ministry of Tribal Affairs
81. The Secretary, Ministry of Urban Development
82. The Secretary, Ministry of Water Resources
83. The Secretary, Ministry of Women and Child development
84. The CEO, Niti Aayog
85. The Chairman, Railway Board
86. The Principal Secretary to Prime Minister
87. The Secretary to the President
88. The Secretary to the Vice President
89. The Cabinet Secretary