Government of India
Ministry of Water Resources,
River Development & Ganga Rejuvenation,
(e-Governance Cell)

Shram Shakti Bhawan, Rafi Marg,
New Delhi dated the 05 December, 2014.

Subject:- Posting information on Social Media – reg.

    The undersigned is directed to forward, herewith, an O.M. No. 5(11)/2014-EG-I dated 26.11.2014 received from Director/Scientist-F, Department of Electronics and Information Technology, Ministry of Communication & IT addressed to Secretary (WR, RD & GR) on the subject mentioned above for your information and compliance.

(Ashok Kumar Gupta)
Under Secretary to the Govt. of India,
Ph:- 011-23714350

To,

1) All Wing-Heads of the Ministry,
2) All DS/ Director and equivalent officers of the Ministry.
3) All sections/ Units/ Desks of the Ministry.

Copy for information to:-

1) Sr. PPS to Secretary (MoWR, RD & GR)
2) PS to AS, MoWR, RD & GR.
3) Ms. Archana Dureja, Director/ Scientist-F, DeitY w.r.t. the OM mentioned above.
4) Sh. A. K. Gupta, Tech. Director, NIC, MoWR, RD & GR with a request to kindly upload this on Intra-MoWR under circulars for e-Governance as well.

Electronics Niketan
New Delhi
Dated: 26.11.2014

OFFICE MEMORANDUM

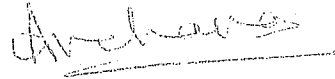Subject: Posting information on Social Media

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 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

65. The Secretary, Ministry of Mines
66. The Secretary, Ministry of Minority Affairs
67. The Secretary, Ministry of Micro, Small & Medium Enterprises
68. The Secretary, Ministry of New & Renewable Energy
69. The Secretary, Ministry of Overseas Indian Affairs
70. The Secretary, Ministry of Parliamentary Affairs
71. The Secretary, Ministry of Panchayati Raj
72. The Secretary, Ministry of Petroleum & Natural Gas
73. The Secretary, Ministry of Power
74. The Secretary, Ministry of Road Transport & Highways
75. The Secretary, Ministry of Rural Development
76. The Secretary, Ministry of Shipping
77. The Secretary, Ministry of Statistics & Prog. Implementation
78. The Secretary, Ministry of Steel
79. The Secretary, Ministry of Textiles
80. The Secretary, Ministry of Tourism
81. The Secretary, Ministry of Tribal Affairs
82. The Secretary, Ministry of Urban Development
83. The Secretary, Ministry of Water Resources
84. The Secretary, Ministry of Women and Child development
85. The Planning Commission
86. The Chairman, Railway Board
87. The Principal Secretary to Prime Minister