

No. 26011/24(4)/2014-Coord.
Govt. of India
Ministry of Chemicals & Fertilizers
Department of Fertilizers

Shastri Bhavan, New Delhi
Dated the 20th July, 2015


OFFICE MEMORANDUM

**Subject:- Guidelines for posting information on Social Media -
Regarding.**

Please find enclosed a copy of OM No.5(11)/2014-EG-I, dated 20.11.2014 received from the Department of Electronics & Information & (DeitY), Ministry of Communication & IT regarding guidelines for posting information on social media.

All Officers/Staff of the Department of Fertilizers including all PSUs under the administrative control of this Department/KRIBHCO/IFFCO are requested to strictly comply with the provisions of the guidelines.

Encls.:- as above.


(Sanjay Srivastava)
Under Secretary to the Govt. of India
Tel.No. 23389364

All Officers/Sections in the Department of Fertilizers.

Managing Director/Chairman & Managing Director to all Public Sector Undertakings under the administrative control of the Department of Fertilizers/KRIBHCO/IFFCO.

Copy to:-1. PPS to JS(SKL)/JS(HLS)/Eco.Adv.
2. Sr. PPS to Secretary(Fert.)/SS&FA

Copy to- ✓ Sr. Technical Director(NIC), Deptt. of Fertilizers with the request to upload in Department's website.

798/JS(S26)/14
18/12/14
1038/So(Com)/14
19/12

5(11)/2014-EG-I
Government of India
Ministry of Communication & IT
Department of Electronics & Information Technology

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).

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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.

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JS(S26) JS
As.
Recd. today
Per circulate
JS (S26)
18/12
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

Archana

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

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

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