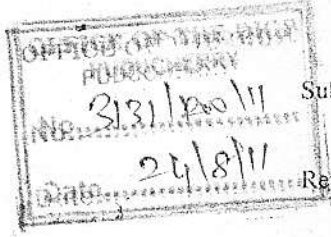


GOVERNMENT OF PUDUCHERRY  
DIRECTORATE OF INFORMATION TECHNOLOGY

No.1488/DIT/D5/2011 / 424

Puducherry, dt. 24.08.2011.



**CIRCULAR**



Sub : DIT - Privacy and Security of e-mails used for  
Bonañide Government purposes - Reg.  
Ref : D.O.No.2(5)/2010/CERT-in dated 20.06.2011  
of DIT, MCIT, New Delhi.

---

Internet has given the flexibility of accessing information from anywhere through any device. At the same time, security risks have also increased while accessing information / transacting over the internet. It is noticed that most of the Officers / Officials of Government Departments / Organisations are having e-mail accounts in privately-owned service providers like *hotmail, gmail, yahoo, rediffmail etc.* and use for official purposes also. It is pertinent to mention here that the user data pertaining to this e-mail accounts are stored by these service providers outside India and are fully under their control.

2. In view of data privacy issues and threats to e-mail infrastructure, the **Computer Emergency Response Team-Indian Chapter-(CERT-in)**, which is the nodal organization for information security functioning under Ministry of Communications and Information Technology, New Delhi, has suggested the following instructions:

(i) All the offices in the Ministries should either use their own e-mail services, being fully controlled by them and hosted in India, or they should use e-mail services provided by National Informatics Centre (NIC). CERT-in security guidelines / advisories as issued time to time should be followed.

(ii) In case, e-mail services are outsourced to third party service provider, it should be ensured that all e-mail related data is hosted in India and security guidelines / advisories as issued by CERT-in are followed. The service provider should maintain and provide logs and other information pertaining to security incidents to CERT-in and concerned agencies as per relevant laws, as and when required.

3. The **National Informatics Centre (NIC)** is providing e-mail ids to all Government Officials on free of cost. The Heads of Departments / Boards / Corporations are requested not to use any private e-mail ids for official purpose and to obtain official e-mail ids from NIC and use only these official e-mail ids for official purpose as a security measure. All officers are requested to acknowledge the receipt of this circular electronically through an e-mail sent to the undersigned from their respective official e-mail ids. This issues with the approval of Chief Secretary.

(R.P. PAL)  
SECRETARY TO GOVT.(IT)  
(e-mail id : [secyit.pon@nic.in](mailto:secyit.pon@nic.in))

- To
- 1) All Secretaries/Special Secretaries to Govt.
  - 2) All Heads of Departments
  - 3) All Boards/Corporations of Govt. of Puducherry
  - 4) The District Collector
  - 5) The Regional Administrative Officer, Karaikal
  - 6) The Regional Executive Officer, Mahe/Yanam.

with a request to instruct the same to their sub-offices.

- Copy to
1. Shri Gulshan Rai,  
Director General,  
CERT-in, DIT, MCIT, New Delhi.
  2. The State Informatics Officer,  
National Informatics Centre (NIC),  
Puducherry.

Dy. Secy (A)  
SSP (Gen)  
K. Sub. off. ✓  
23/8

Recd