

**GOVERNMENT OF ASSAM
SECRETARIAT ADMINISTRATION (ESTT.) DEPARTMENT
DISPUR, GUWAHATI-6.**

No. S(E)51/2017/191

Dated Dispur, the 30th January, 2018.

OFFICE MEMORANDUM

The Government of Assam is laying considerable thrust in the use of Information and Communication Technology (ICT) within the government functioning. A number of important initiatives by the Government of Assam (GoA) in the recent times are in line with the Digital India mandate of the Government of India.

- (a) The Govt. uses eMail as a major mode of communication. Therefore, eMails as a medium of official communication can immensely provide the necessary impetus for moving towards digital governance in Assam Secretariat.
- (b) Govt. of India vide notification no. F.No.2(22)/2013-EG-II., Dated 18th February, 2015 lays down the guidelines with respect to use of e-mail services which are applicable to all the employees of the GoI and also those State/UT Governments that choose to adopt this policy in future. The said notification may be read and downloaded from S.A.D.'s website at sad.assam.gov.in for reference.
- (c) Only the eMail services provided by NIC, the Implementing Agency of the Government of India shall be used for official communications by all organizations.
- (d) The objective of this policy is to ensure secure access and usage of Govt. of India eMail services by its users.
- (e) It may be noted that users should not provide their GoI eMail account details (id and password) to their accounts on private eMail service providers.
- (f) The concerned nodal officer of the organization shall ensure that the latest operating system, anti-virus and application patches are available on all the devices, in coordination with the User.

The proposed actions to promote the use of government eMails for various forms of communications are outlined below:

(i) Distribution of selected matter through eMail.

Presently, all correspondences between the departments are distributed in the physical form. Often times, important communications do not reach at the right time and at times even get misplaced. The distribution of office orders, meeting notices, minutes of meetings etc. can initially be selected for distribution through eMail.

(ii) Easy and instant access to the information by configuring Government eMail in smart phone.

Government eMail can be configured by officials in their respective smart phone. The process for configuration of the Govt. e-mail in all officials' smart phones has been initiated by S.A.D. and in this regard, a training was provided to all the designated Resource Persons of eOffice FMS of the Departments shortly. The Resource Persons have been requested to assist the staff of their respective Departments to configure Govt. e-mails in their smart phones.



(iii) **eMail Group Distribution Lists.**

The eMail distribution lists for all users and Resource Persons of eOffice FMS have already been created by S.A.D. in collaboration with National Informatics Centre (NIC) through which bulk communications may be done.

S.A.D. has also collected the consolidated the list of all users of eOffice FMS in Assam Secretariat which will be circulated to all Departments requesting them to ascertain if any official is left out whose Govt. e-mail ID has not been created so far.

Based on the request of the respective organizations, IA will create two ids, one based on the designation and the other based on the name. Designation based id's are recommended.

Users should ensure that eMails are kept confidential.

Important Note :

The same Government eMail id is used for both eOfficeFMS and Govt. Mail.

Therefore, any official who has a Government mail id can login to his mail (<https://mail.gov.in>) and also to eOffice (<https://assam.eoffice.gov.in>)

Therefore, all officials of Assam Secretariat are requested to use only their Govt. eMails for official correspondences with immediate effect. The distribution of office orders, office memorandums, circulars, notifications, meeting notices, minutes etc. can initially be selected for distribution through Govt. eMails

(V.K. Pipersenia, IAS)

↓ Chief Secretary to the Govt. of Assam.

Dated Dispur, the 30th January, 2018.

Memo No.S(E)51/2017/191-A

Copy for information & necessary action to:

1. All Addl. C.S./Prin. Secy/ Comm. & Secy. of Departments of Assam Secretariat.
2. P.S to Commissioner & Secretary, C.M. Secretariat for kind appraisal of the Commissioner & Secretary, C.M. Secretariat, Dispur, Ghy-6.
3. Office Copy.

By order etc,

Commissioner & Secretary to the Govt. of Assam,
↓ Secretariat Administration Department