

 सत्यमेव जयते	रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी -781171 OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS UDAYAN VIHAR, NARANGI, GUWAHATI - 781171 फोन/Phone No. 0361- 2640394,2641142 फ़ैक्स/Fax No. 0361- 2640204 Website: cdaguwahati.gov.in email : cda-guw@nic.in	
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IMPORTANT CIRCULAR No. **48** Dated: 03/07/2019

Subject: Disclosure of sensitive information in public domain regarding.

It is being informed to all the officers and staff under the jurisdiction of CDA Guwahati that while uploading any information in the website due care should be taken that no sensitive information should be published without the requisite clearance from concerned authorities.

Further, it is instructed that any information to be published in websites should be approved by IDAS officers only.

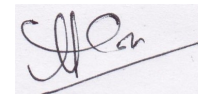
It is also advised that usage of official email Id should be done as per Government of India, Ministry of Electronics and Information and Technology email guidelines. GOI email usage guidelines is enclosed in Annexure-A, which may be followed while using official email Id. Violation of this policy shall amount to misconduct under CCS Conduct rules.

This circular is issued with the approval of CDA.

Sd/-
(K Lalbiakchhunga, IDAS)
DCDA

No.GAU/EDP/388/NIC MAIL/Vol-I
Distribution:

1. All Sub offices under CDA Guwahati
2. All Sections of MO, CDA Guwahati



(M H Laskar)
SAO(IT)

EMAIL USAGE GUIDELINES

1. Only the E-mail account provided by the Department shall be used for official communication.
2. Official E-mail shall not be forwarded to personal E-mail account.
3. E-mail password shall not be shared even for official purpose.
4. User shall not attempt any unauthorized use of E-mail services, such as:
 - Distribution of messages anonymously.
 - Misusing other user's E-mail address.
 - Using a false identity.
 - Sending messages to harass or intimidate others.
5. Password used for online forms / services / registrations / subscriptions shall not be the same as the password of official E-mail account.
6. Change your password on regular basis as per the password policy.
7. Do not share your password with anyone.
8. Always remember to sign out properly after using your mail account.
9. Never open / respond any mail / attachment from unknown sender.
10. Never subscribe your email ID on unsafe locations (over internet).