



**Government of Jammu and Kashmir
Higher Education Department
Civil Secretariat, J&K**

Subject: Ensuring Adoption of Standard Cyber Security Practices, discontinuation of Unauthorized Digital Assets and compliance with IT Governance Protocols---
Comprehensive Instructions/Mandatory Use of Government Email IDs for Official Communications thereof.

CIRCULAR No: 04 -JK(HE) of 2025

Dated: 21 -07-2025.

Vide Circular No.12-JKGAD) of 2025 dated 21-05-2025 issued by the General Administration Department, at Para-2, it has been enjoined upon all the Administrative Departments, Heads of the Departments and Subordinate Offices as under:-

2. Mandatory Use of Government Email IDs for Official Communications:

To maintain data confidentiality and prevent leakage of sensitive information, no official communication shall be made or responded to, if transmitted from non-government email accounts such as Gmail, Yahoo, Rediffmail, etc. All Officers/Officials shall mandatorily use NIC-provided email Ids (...@jk.gov.in/...@gov.in) for all forms of official correspondence. HoDs shall ensure immediate issuance and activation of official NIC Email IDs for all staff involved in administrative or public-facing roles. Any emails received from non-NIC domains shall be treated as unofficial and may not be acted upon.

This instant issue also came under discussion in the recently held meeting chaired by the Worthy Chief Secretary, J&K wherein strict instructions have also been passed regarding compliance by all concerned on priority.

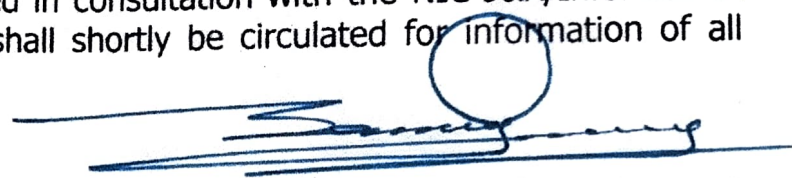
In furtherance, the General Administration Department have vide their O. No.GAD-IT/23/2025-09-GAD dated 17th July, 2025 invited attention of all the Administrative Secretaries towards the instructions issued vide above mentioned Circular No.12-JK(GAD) of 2025 dated 21.05.2025 with the directions for strict compliance with regard to **Mandatory Use of Government Email IDs for official communication** as per the instructions relating to cyber security practices in their respective Departments in the interest of secure and accountable e-governance.

The above mentioned Circular instructions issued by the General Administration Department are accordingly brought to the knowledge of the Mission Director, RUSA/PM-USHA, Director Colleges J&K, Nodal Principals, Jammu/Kashmir and Principals of all the Government Degree Colleges of the UT of J&K for favour of

information/immediate implementation and strict compliance regarding use of the mandatory NIC-provided email IDs (Government Email IDs only) by all the Officers/Officials for all forms of official communications to avoid misuse of the data compromise and phishing in compliance with the security policy, guidelines, procedures and risks associated with unauthorized digital platforms in letter and spirit in its totality.

It is further informed that henceforth official communication(s) transmitted from any non-government Email IDs like; ".com", ".org", ".net", "@Gmail", "Rediffmail" and "yahoo.com" etc), shall not be entertained/acted upon in the Higher Education Department.

The official Email ID for receipt of the official communications in the Higher Education Department is being created in consultation with the NIC J&K/Information Technology Department J&K, which shall shortly be circulated for information of all concerned for convenience.



(Sanjay Kumar Tickoo), JKAS
Deputy Secretary to the Government

No.HED-ADM/91/2005-04 (7650751)

Dated. **21** -07-2025.

Copy to the:

1. Commissioner/Secretary to the Government, General Administration Department for information.
2. Secretary to the Government, Information Technology Department for information.
3. State Informatics Officer, NIC J&K.
4. Mission Director, J&K RUSA/PM-USHA for information/compliance.
5. All Officers of the Higher Education Department for information/compliance.
6. Director Colleges, J&K.
7. Nodal Principals, Jammu/Kashmir.
8. All Principals of the Government Degree Colleges of J&K for information/compliance.
9. Private Secretary to the Chief Secretary, J&K.
10. Private Secretary to Financial Commissioner (Additional Chief Secretary), Higher Education Department.
11. All Officials of the Higher Education Department for information/compliance.
12. In-Charge website, HED.
13. Circular Register (W.2.S.C).