



INFORMATION TECHNOLOGY AND
DIGITAL SERVICES DEPARTMENT,
SECRETARIAT,
CHENNAI- 600 009.

Letter No.1-A2/35/IT&DS(A2)/2024, dated 07.02.2025

From
Thiru. Kumar Jayant, I.A.S.,
Additional Chief Secretary to Government

To
All Additional Chief Secretary / Principal Secretary / Secretary to Government,
Secretariat, Chennai-9.

All the HoD's (Through concerned Administrative Departments)

All District Collectors, Tamil Nadu.

Sir/Madam,

Sub: Information Technology and Digital Services Department –
Strict adherence to the Cyber Security Policy and New
e-Mail Policy and usage of Official e-Mail IDs only for official
purposes by all the Government Employees Instructions –
Regarding.

Ref: 1. G.O.(D) No.29, IT&DS (A2) Department, dated 03.11.2021.
2. G.O.(Ms) No.21, Information Technology and Digital
Services (E2) Department, dated 23.08.2024.
3. G.O.(Ms) No.22, Information Technology and Digital
Services (A2) Department, dated 09.09.2024.

I am to invite your attention to the Government Orders cited.

2. In the Government Order 2nd cited, the Government have released a Cyber Security Policy 2.0, in which all Government Departments have been directed to use the tn.gov.in e-Mail account or an e-Mail ID under the registered Department / Organization domain for all official communications. Besides, a new e-Mail policy for TN Government Employees have also been issued Government Order 3rd cited, wherein, it has been ordered that all Organizations shall ensure that official e-Mail accounts of all its users are created only by TNeGA and any case of inappropriate use of e-Mail accounts shall be considered a violation of the Policy (Both Government Orders are available in Tamil Nadu Government Web Portal).

3. I am to state that, orders have already been issued by the Government for creation of e-Mail accounts for all Government employees. Accordingly, official e-Mail IDs have been assigned to Officers/Staff of all designations of Government Departments, Heads of Departments, District Collectors etc. However, it is being observed that instead of using official e-Mail IDs, private e-Mail IDs such as G-Mail, Yahoo Mail etc., are being used by the Government officials for official communications.


..2

4. The private e-Mail IDs are also displayed in the contact particulars in the Government Portal which are open for general public. The usage of private e-mail IDs by Government Officials may lead to misuse of records and disrupt the authenticity and transparency of government communications.

5. I, therefore, request you to strictly adhere to the instructions/guidelines issued in the Cyber Security Policy 2.0 and the e-Mail Policy issued in the Government Orders 2nd and 3rd cited respectively and to ensure that all the employees under the control of your Department use only the official e-Mail IDs assigned by the Government for all the official purposes / displayed in the Government Portal. The private domain email IDs like google, Yahoo etc. should be immediately removed from all contact particulars from your websites/web pages. I am also to request you to issue necessary instructions to the staff working under your administrative control, accordingly.

Yours faithfully,



 for Additional Chief Secretary to Government
07/02/2025

Copy to:

All Sections of Information Technology and Digital Services Department,
Secretariat, Chennai – 600 009.



INFORMATION TECHNOLOGY
& DIGITAL SERVICES DEPARTMENT,
SECRETARIAT,
CHENNAI- 600 009.

Letter No.1-A2/27/IT&DS(A2)/2025-1, Dated 14.11.2025

From
Thiru. Brajendra Navnit, I.A.S.,
Principal Secretary to Government.

To
All Additional Chief Secretary / Principal Secretary / Secretary to Government,
Secretariat, Chennai-9. (w.e)
Sir/ Madam,

Sub: Information Technology and Digital Services Department -
Computerisation of High Court Madras - Proposal to send
certified copies of Judgments / Orders / Documents only through
email to Government Officials including local bodies and quasi
government authorities, who are parties in cases filed before the
Madras High Court - Creation of Official eMail ID of Government
Departments / Head of Departments / Public Sector
Undertakings - Instructions issued – Regarding.

- Ref:
1. G.O.(Ms)No.21, IT&DS (E2) Department, Dated: 23.08.2024.
 2. G.O.(Ms)No.22, IT&DS (A2) Department, Dated: 09.09.2024.
 3. Government Letter No.1-A2/35/(IT&DS)/2024, Dated:
07.02.2025.
 4. From Thiru.S.Ganapathisamy, B.A., B.L., Registrar, High
Court of Madras, Letter No. ROC.No. 95862- A/2024/Comp.1,
dated 14.07.2025.
 5. Government Letter No.1-A2/27/IT&DS(A2)/2025, Dated:
24.07.2025.
 6. From the Joint CEO, TNeGA/DeG, Letter No. email/2/2025-
e-GOV-DeG/TNeGA, Dated: 08-09-2025.

I am to invite your attention to the references cited and to inform that, the Registrar of High Court of Madras has proposed to send certified copies of Judgments / Orders / Documents only through email to Government Officials including local bodies and quasi government authorities, who are parties in cases filed before the Madras High Court and requested to provide the official email IDs of all Government Departments / entities concerned and all the Government officials who are parties in cases filed , in order to facilitate the process of online Certified Copy Application portal.

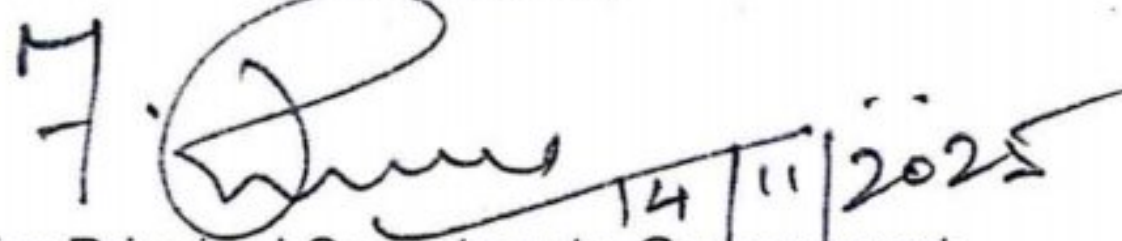
2. In this regard, in Government Orders first and second cited, the Government have issued Cyber Security Policy 2.0 and e-Mail Policy for Tamil Nadu Government Employees – 2024 respectively in which all Government Departments have been directed to use the tn.gov.in e-Mail account or an e-Mail ID under the registered Department / Organization domain for all official communications and also necessary instructions have been issued to all organizations vide Government Letter

third cited. While many Departments / HoDs / PSUs have created official e-Mail accounts, some are yet to do so.

3. I therefore request you to give necessary instructions to all the HODs / PSUs under your administrative control who have not yet created their official email Ids, to approach TNeGA's SPOC (for creation of e-Mail account) immediately for the creation of designation - based official Government email IDs and ensure all the employees under your control (Department / HoDs / PSUs) use only the official e-Mail IDs assigned by the Government for all the official purposes:-

S.No	Single Point of Contact (SPOC)	Designation	e-mail id	Phone Number
1	S.SriDevi	Assistant System Engineer, TNeGA	<u>1.tecaso8.tnega@tn.gov.in</u>	7010138487

Yours faithfully


for Principal Secretary to Government
2025
14/11/25

Copy to

Thiru.S.Ganapathisamy, B.A., B.L.,
Registrar (IT- Cum-Statistics)
High Court of Madras, Chennai-104.

The Director of e-Governance and Chief Executive Officer,
Tamil Nadu e-Governance Agency Corporation,
No.807, 2nd and 7th Floor, P. T. LEE Chengalvaraya Naicker Building,
Opp. LIC Building, Anna Salai, Chennai – 600 002.

The Managing Director,
Electronics Corporation of Tamil Nadu Limited,
Egmore, Chennai – 600 008.

The Managing Director,
Tamil Nadu Arasu Cable TV Corporation Limited,
Anna Salai (Mount Road), Chennai-600 002.

The Managing Director,
Tamil Nadu FibreNet Corporation Limited,
Opp. LIC Building, Anna Salai, Chennai –600 002.

The Chief Executive Officer,
iTNT – Hub, Kotturpuram, Chennai – 600 025.

The Chief Executive Officer,
ICT Academy of Tamil Nadu,
Kanagam Road, Taramani, Chennai-600 113. (w.e.)

The Director (FAC),
Tamil Virtual Academy (TVA),
Kottur, Chennai-600 025. (w.e.)

Information Technology and Digital Services (OP) Department,
Secretariat, Chennai-9

Government of Tamil Nadu
Information Technology Department, Secretariat, Chennai 600 009
Application For E-Mail account for a single user

(Please read the instructions given in the reverse of this page; the completed application form, duly signed by the applicant and HOD of the Office / Department should be submitted the office of Directorate of Egovernance). Please use CAPIAL LETTERS.

- 1) Name of the applicant*: Caldwell velnambi
(Dr./Mr./Ms. First name Middle Name Surname)
- 2) (a)Date of Birth: 15/05/1968 (b)Designation*: Board Member
- 3) Organisation / Department*: NRT Welfare Board
- 4) Address for correspondence*: 932 Warren Crossing
Coppell City: Texas Pincode: 75019
- 5) Telephone Number :(O)* _____ (R) _____ Mobile*: _____
- 6) Preferred Email id**: a) Caldwell
b) Caldwell.v
- 7) Alternate e-mail address for correspondence*: _____
- 8) Date of Retirement/ Completion of Contract (employees/consultants (dd/mm/yyyy))* 12/31/2025

This is to declare that I have read the terms and conditions and I agree to abide by them.

Signature of Head of Office / Department
with date and seal

Signature of Applicant
with date and seal

Account Category: Government / Quasi Government /
Undertaking / Contract / Consultant

Signature Head of Office with date and seal

Name & Designation: _____

E-mail and Tel: _____

FOR OFFICE USE	
File Number:	
Name & Desig: _____	Signature of IT Department/TNEGA
<u>User ID Creation:</u> Assigned login ID: _____ Domain: _____ Created by : NIC / TNEGA	
Date of Creation :	

E-MAIL TERMS AND CONDITIONS

1. Users are requested to keep the given user ID and password a secret.
2. Please change your password at least once in every three months.
3. By not doing so (point number 1 & 2 above) the account may be compromised by hackers and the hacker can use the same account for sending spurious mails and the accounts behalf. **NIC is neither responsible no accountable for this type of misuse of the compromised mail accounts. Gross misuse might be detected by automated monitoring tools, which In turn will automatically deactivate the account.**
4. Do not open any attachments unless, it has come from a known source. In fact delete those mails which are not relevant to you and still you have received them. They might contain a virus that will corrupt your computer.
5. Users are requested to install personal firewall software to secure their machine and e-mail traffic.
6. Users are requested to install the Antivirus software with latest pattern update periodically and OS patches in their system.
7. If Using Outlook, outlook Express, Mozilla Firefox on Microsoft WINDOWS, please apply the appropriate patches announced by the Microsoft /Mozilla from time to time.
8. NIC or Government is not responsible for the contents that are being sent as part of the mail. The views expressed are solely hat of the originator.
9. Tamil Nadu Government e-Mail Service is provided over secure channels only. WEB interface can be accessed over HTTPs (port 443), POP service is over POP3s(port 995), IMAP service is over IMAPs(port 993) and SMTP service is over SMTPs(port 465). Users are required to suitably modify the client software settings to use the services. Please check the FAQ at: <https://mail.tn.gov.in/docs/POP.pdf>
10. By default accounts will be given access over WEB only (<https://mail.tn.gov.in>). If user wants access over POP/IMAP, he/she has to send the request for the same to email-support@tn.gov.in. For security reasons either POP or IMAP will be allowed. NIC recommends use of IMAP.
11. NIC will take all possible measures to prevent data loss, however, due to unforeseen technical issues, if the same happens, NIC cannot be held responsible.
12. User is responsible for his/her data. In case he/she accidentally deletes data, he/she will not ask NIC to restore it.
13. Individuals are responsible for saving email messages as they deem appropriate. Messages will be automatically purged from folders as follows:
Trash – 7 days
Probably Spam – 7 days
14. The email account will be deactivated, if not used for 90days.
15. Email id will be deleted after a period of 9 months from the date of deactivation if no request for activation is received.
16. Contact our 24x7 support if you have any problems. phone 044-25670193 or you can send mail to support@tn.gov.in.
17. NIC coordinator reserves the right to ask for supporting documents like copy of identify card or any other document deemed appropriate to confirm the credentials of the applicant.
18. NIC will not share the details of Email Accounts and Email Addresses with anyone unless authorized by Competent Authority of the Department.

This is to declare that I have read the terms and conditions and I agree to abide by them.

HODS LIST WITHOUT MAIL ID

S.NO	DEPARTMENT NAME
1	Tamilnadu State Commission for the Scheduled Castes and Scheduled Tribes
2	Directorate of Seed certification and Organic Certification
3	Directorate of Agricultural Marketing and Agri Business
4	Directorate of Horticulture & Plantation Crops
5	Horticultural Producers Co-operative Enterprises Ltd(TANHOPE)(AB)
6	Tamil Nadu Agricultural University(AB)
7	Tamil Nadu Horticulture Development Agency(TANHODA)(AB)
8	Tamil Nadu State Seed Development Agency(TANSEDA)(AB)
9	Tamil Nadu Watershed Development Agency(TAWDEVA)(AB)
10	Tamil Nadu Agricultural Marketing Board
11	Commissionerate of Milk Production and Dairy Development
12	Aavin (Tamil Nadu Cooperative Milk Producers Federation (AB)
13	Tamil Nadu Fisheries Development Corporation(AB)
14	Tamil Nadu Veterinary and Animal Sciences University (TANUVAS)(AB)
15	Tamil Nadu Dr.J.Jayalalithaa Fisheries University (TNJFU)(AB)
16	Tamil Nadu Poultry Development Corporation
17	Tamilnadu Fishermen Welfare Board(AB)
18	Tamilnadu State Apex Fisheries Co-operative Federation Ltd(AB)
19	Tamil Nadu Vanniyakula Kshatriya Public Charitable Trusts and Endowments Board(AB)
20	Tamil Nadu Vanniyakula Public Property Welfare Board(AB)
21	Tamil Nadu Linguistic Minorities Social and Economic Development Corporation (TALMEDCO)(AB)
22	Inspector General of Registration
23	Tamil Nadu Warehousing Corporation(AB)
24	Tamil Nadu State Apex Co-operative Bank(TNSACB)
25	Tamil Nadu Cooperative State Agriculture and Rural Development Bank Limited(TNCSARDB)
26	Tamil Nadu Cooperative Union(DU 38)
27	TAMILNADU STATE FEDERATION OF URBAN COOPERATIVE BANK (TNSFUCB)(126 Banks)
28	TAMIL NADU COOPERATIVE LAMPS FEDERATION
29	State Consumer Disputes Redressal Commission(AB)
30	Tamil Nadu Consumers Co-operative Federation(AB)(TNCCF)
31	Tamil Nadu Co-operative Societies Election Commission
32	Tamil Nadu Cooperative Marketing Federation(AB)(TANFED)

33	The Tamil Nadu Transmission Corporation Limited(TANTRANSCO)(AB)
34	Tamil Nadu Power Distribution Corporation Limited (TNPDC)
35	Tamil Nadu Power Generation Corporation Limited (TNPGC)
36	Tamil Nadu Green Energy Corporation Limited (TANGEC)
37	Energy Development Agency
38	Tamil Nadu Electricity Board(TNEB)
39	TamilNadu Wilderness Experience Corporation Limited
40	State level Environment Impact Assessment Authority
41	Directorate of Pension
42	Directorate of Small Saving
43	Directorate of Audit for Milk Cooperatives
44	Tamil Nadu Infrastructure Development Board
45	Tamilnadu infra fund Management corporation
46	Tamil Nadu State Finance Commission
47	Tamil Nadu Power Finance &Infrastructure Development Corporation (TNPFC & IDC)(AB)
48	Commissionerate of Handlooms
49	Commissionerate of Textiles
50	Tamil Nadu Handicrafts Development Corporation(AB)
51	Directorate of Tamil Nadu Sericulture
52	Tamil Nadu Khadi And Village Industries Board (TNKVIB)(AB)
53	Tamil Nadu Palm Products Development Board(TNPPDB)(AB)
54	Tamil Nadu Handloom Development Corporation(AB)
55	Tamil Nadu Handloom Weavers' Co-operative Society (Co-optex)(AB)
56	TamilNadu Textiles Corporation
57	Tamilnadu Zari limited
58	Directorate of Family Welfare
59	Directorate of Medical and Rural Health Services
60	Directorate of Drug Control
61	Directorate of Indian Medicine and Homoeopathy
62	Directorate of Medical Education & Research
63	Tamil Nadu State AIDS Control Society(AB)
64	Tamil Nadu State Blindness Control Society(AB)
65	Tamil Nadu Health Systems Project
66	Transplant Authority of Tamil Nadu

67	Tamil Nadu Dr.MGR Medical University
68	Directorate of Technical Education
69	Directorate Of Collegiate Education
70	Science City
71	Tamil Nadu State Council for Technical Education (TANSICHE)(AB)
72	Tamil Nadu State Council for Higher Education (TANSICHE)(AB)
73	Anna University
74	Alagappa University
75	Bharathiar University
76	Bharathidasan University
77	Annamalai University
78	Periyar University
79	Thiruvalluvar University
80	University of Madras
81	Madurai Kamaraj University
82	ManonmaniamSundaranar University
83	Mother Teresa Women's University
84	Tamil Nadu Open University
85	Tamil Nadu Teachers Education University
86	TamilNadu Unmanned Aerial Vehicles Corporation
87	NABARD and Rural roads, Highways
88	Poompuhar Shipping Corporation(AB)
89	Road Development Company Limited (TNRDC)
90	Tamil Nadu Road Infrastructure Development Corporation
91	Tamil Nadu Road Sector Project, Highways
92	Project Highways
93	National Highways
94	Directorate General of Prisons and Correctional Services
95	Tamil Nadu Police Housing Corporation
96	Tamil Nadu State Marketing Corporation Ltd (TASMAC)(AB)
97	Directorate of Litigations
98	Tamil Nadu State Legal Services Authority
99	Tamil Nadu Online Gameing Authority
100	State Transport Appellate Tribunal

101	Tamil Nadu Housing Board(AB)
102	Tamil Nadu Urban Habitat Development Board(TNUHB)(AB)
103	Chennai Unified Metropolitan Transport Authority
104	State Industrial Promotion Corporation Of Tamil Nadu(SIPCOT)(AB)
105	Tamil Nadu Salt Corporation Limited(AB)
106	Industrial Investment Corporation (TIIC)(AB)
107	Tidel Park Chennai Limited
108	Tidel Park Coimbatore Limited
109	Tidel Bio Park Limited
110	Commissionerate of investment Promotion and Facilitation
111	Tamil Nadu News Print Papers Corporation Limited(TNPL)(AB)
112	TamilNadu Industrial Explosive Corporation Limited
113	Tamilnadu Arasu Cable TV Corporation Ltd
114	Electronics Corporation of Tamilnadu Ltd (ELCOT)
115	Tamil Nadu Technology Hub(ITNT)
116	ICT Academy OfTamil Nadu (ICTACT)
117	Directorate Of Medical AndRural Health Services (ESI)
118	Directorate Of Legal Studies
119	State Law Commission
120	The Tamil Nadu Dr.Ambedkar Law University
121	The Tamil Nadu National Law University
122	Special Area Development Programme
123	Chennai Metro Rail Corporation Limited
124	Madras Institute of Development Studies
125	Small Industries Development Corporation(TANSIDCO)(AB)
126	Entrepreneurship Development Institute
127	Tamil Nadu Startup and Innovation Mission (TANSIM)
128	Tamil Nadu Small Tea Growers Industrial Cooperative Tea Factories Federation INCOSERVE(AB)
129	Salem Starch and Sago Manufacturers' Service Industrial Co-operative Society SAGOSERVE(AB)
130	THE TAMILNADU INDUSTRIAL CO-OPERATIVE BANK LTD (TAICO Bank)(AB)
131	Tamil Nadu Coir Business Development Corporation Ltd.(TANCOIR)
132	Bureau for Facilitating MSMEs of Tamilnadu - TN FAME
133	TamilNadu Small Industries Corporation Limited (TANSI)
134	Tamil Nadu Water Investment Company Limited

135	Chennai Rivers Restoration Trust
136	Tamil Nadu Rural Transformation Project
137	Tamil Nadu Urban Infrastructure Financial Services Ltd. (TNUIFSL)
138	Tamil Nadu Water Supply and Drainage Board (TWAD)
139	Commissionerate of Rehabilitation and Welfare of Non Resident Tamils
140	Guest House(Chintadripet)
141	Guest house(OOTY)
142	Tamil Nadu ExServicemen's Corporation (TEXCO)
143	COFEPOSA Advisory Board
144	State Security Advisory Board (NSA)
145	Office of Government Pleader
146	City of Government Pleader
147	Overseas Manpower Corporation
148	Commissionerate of Urban Land Ceiling and Urban Land Tax
149	Social Audit Society of Tamil Nadu
150	Tamil Nadu Rural Transformation Project(Vaazhndhu kaattuvom)
151	Tamil Nadu Model schools
152	State Commission for Protection of Child Rights SPCPR
153	Tamil Nadu Transgender Welfare Board
154	Tamil Nadu Widows and deserted women Welfare Board
155	Tamil Nadu Women Development Commission
156	TamilNadu Apex for Auto skills
157	TamilNadu WESAFE PROJECT
158	Directorate of Tamil Development
159	Tamil Nadu Cine Workers Welfare Board
160	Tamil Nadu Film Development Corporation Ltd
161	International Institute of Tamil Studies
162	Tamil University
163	TN DR.JJ Music and Fine Arts University
164	Tamil nadu Folk Artistwelfare Board(AB)
165	Tamil Nadu State Transport Corporation (Coimbatore) Ltd.(AB)
166	Tamil Nadu State Transport Corporation (Kumbakonam) Ltd(AB)
167	Tamil Nadu State Transport Corporation (Salem) Ltd(AB)
168	Tamil Nadu State Transport Corporation (Tirunelveli) Ltd(AB)

169	Tamil Nadu State Transport Corporation (Villupuram) Ltd(AB)
170	Pallavan Transport Consultancy Services Ltd. (PTCS)(AB)
171	Tamil Nadu Transport Development Finance Corporation Ltd(AB)
172	Tamil Nadu State Commission for Differently Abled(SCAD)
173	National Cadet Corps Department
174	Tamil Nadu Physical Education and SportsUniversity(AB)
175	Nehru Yuva Kandra Sangathanm
176	TamilNadu champion Foundation
177	Iam warm Project
178	Water Resource conservation and Rivers Restoration Corporation
179	State Water Recources Management Agency
180	Cauvery Technical Cell- Inter State Water Disputes Tribunal
181	Tamil Nadu Minerals corporation Limited(TAMIN)(AB)
182	Tamil Nadu Magnesite corporation Limited(TANMAG)(AB)
183	Tamil Nadu Adi Dravidar Housing and Development Corporation Limited(TAHDCO)
184	Tamil Nadu State Minorities Commission
185	Director General, Highways
186	Tamil Nadu Public Service Commission(TNPSC)
187	Guidance TamilNadu
188	Tamil Nadu Real Estate Regulatory Authority (TNRERA)

S.NO	First Name	Last Name	Designation	Section	Department	Mobile No.	Date of Retirement / Completion (Contractor employee Consultancy)
How to fill up	First letter of each name should be capital letter remaining should be small	Only initial or last name first letter should be capital and remaining should be small	Only designation min 16 to max 32 should not exceed 32 character	Only section name min 16 to max 32 should not exceed 32 character	Department(Organisation Name) should be max 36 character, start letter should be capital remaining should be small letter or put short code	only that individual no in 10 digits personal number	should be YY
Example	Malathinallamuthu	Vedhamuthu	SUPDT	North Zone	DMA	9.487E+09	06-04-2032

Note:

every character in verdana font in 10 size
every characters starts with capital letter and remaining in small letter
if abbreviation or short format is used then that character should be capital letter each and every column should be as it is should not altering there own
Don't add hyper link in anywhere
Don't add enter or second line inside each column use only wrap text
Department should be clear name, if its branch put the HO name cum branch,

Send the updated

eMail ID(designationsection.dept@tn.gov.in/ ameddmm) for eg. astb1.ctd@tn.gov.in/malathinallamut hu0604@tn.gov.in where SSA is department name	Date of Birth	District/Lo cation	Remarks
only put required mail namedatemonth btw 12min to 26max character should not exceed 26, should not add hyperlink and @tn.gov.in (domain name) all character name should be in small letter only	dob should be in dd-mm-yyyy format	Mention districts name or region name	Id purpose/nodal person name /contact/mail id
malathinallamuthu0604	06-04-1972	Thanjavur	gem portal/shakti/9568 425485/shakthir@ gmail.com

commissionerate, directorate, board, agency, corporation, etc..

Mail To be sent / To be despatched



**INFORMATION TECHNOLOGY AND
DIGITAL SERVICES DEPARTMENT,
SECRETARIAT, CHENNAI- 600 009.**

Letter No.1-A2/63/IT&DS(A2)/2025-2 Dated 09.01.2026

From
Thiru. Brajendra Navnit, I.A.S.,
Principal Secretary to Government.

To
All Additional Chief Secretary/ Principal Secretary/ Secretary to Government,
Secretariat, Chennai-9.
All the HoD's (Through concerned Administrative Departments)
All District Collectors, Tamil Nadu.

Sir/Madam,

Sub: Information Technology and Digital Services Department –
Government of India - Ministry of Home affairs - Subsidiary
Intelligence Bureau - Scrutiny of Onion hidden services - Violation
of National Information Security Policy and Guidelines – All
internal communication within the organization and also with other
Government Departments routed through "gov.in" mails only –
Requested – Regarding.

- Ref: 1. G.O. (Ms) No.21, IT&DS (E2) Department, Dated: 23.08.2024.
2. G.O. (Ms) No.22, IT&DS (A2) Department, Dated: 09.09.2024.
3. Government Letter No.1-A2/35/IT&DS(A2)/2024,
Dated 07.02.2025.
4. Government Letter No.1-A2/27/IT&DS(A2)/2025-1,
Dated 14.11.2025.
5. From the Joint Director, Subsidiary Intelligence Bureau,
Ministry of Home Affairs, Gol, Mylapore, Chennai, Letter
No. D.O.No.TN-I/034/2025-2380, Dated 01.12.2025.

In the Government Order first cited, the Government have issued a Cyber Security Policy 2.0, in which all Government Departments have been directed to use the tn.gov.in e-Mail account or an e-Mail ID under the registered Department / Organization domain for all official communications.

2. In the Government Order second cited, the Government have issued e-Mail policy, in which all Organizations shall ensure that official e-Mail accounts of all its users are created only by Tamil Nadu e-Governance Agency and any case of inappropriate use of e-Mail accounts shall be considered a violation of the Policy.

3. In the Government letter third cited, the Government have already issued instructions to strictly adhere to the above Cyber Security Policy 2.0 and the e-Mail

Policy and to ensure that all the employees under the control of their Department use only the official e-Mail IDs assigned by the Government for all the official purposes / displayed in the Government Portal. The private domain email IDs like google, Yahoo etc., should be immediately removed from all contact particulars from your websites / web pages and also to requested to issue necessary instructions to the staff working under your administrative control, accordingly.

4. In the Government letter fourth cited, the Government have again issued instructions to all the Departments of Secretariat to issue necessary instructions to all the HODs / PSUs under their administrative control who have not yet created their official email IDs, to approach TNeGA's SPOC (for creation of e-Mail account) immediately for the creation of designation - based official Government email IDs and ensure all the employees under their control (Department/ HoDs/ PSUs) use only the official e-mail IDs assigned by the Government for all the official purpose.

5. However, still the officers of Government Departments are using only unofficial e-mail IDs even for official communications, which are also displayed on their official websites.

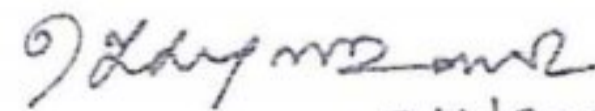
6. In the Government of India letter fifth cited, the Joint Director, Subsidiary Intelligence Bureau, Ministry of Home Affairs, Government of India has informed that, during a monitoring exercise conducted across various Union hidden services, it was observed that many officers of Tamil Nadu Government are using Gmail, which is a clear violation of guidelines contained at Section 16.5.8 (b) of National Information Security Policy and Guidelines (NISPG).

7. I am, therefore, to request you to strictly adhere to the Cyber Security Policy 2.0 and e-Mail Policy issued in the Government Orders 1st and 2nd cited respectively as well as instructions / guidelines issued vide Government letter 3rd and 4th cited to ensure that all the employees under the control of your Department use only the official e-Mail IDs assigned by the Government for all the official purposes which are also displayed on the Government Portal. The private domain email IDs like Google, Yahoo etc. should be immediately removed from all contact particulars from your websites / web pages.

8. I am also to request you to issue necessary instructions to the staff working under your administrative control to have all internal communication within the organization and also with other Government Departments routed through official email IDs "gov.in" only and in case of inappropriate use of e-Mail accounts shall be considered as a violation of the Government Cyber Security Policy 2.0, e-Mail Policy and National Information Security Policy and Guidelines (NISPG).

9. I am further to request you to send your compliance report in this regard to Government, immediately.

Yours faithfully



9/11/2026.

for Principal Secretary to Government.

JE
9/11/26

Copy to:

All Sections of Information Technology and Digital Services Department,
Secretariat, Chennai – 600 009.

The Director of e-Governance / Chief Executive Officer,
Tamil Nadu e-Governance Agency,
2nd and 7th Floor, P.T.LEE Chengalvaraya Naicker Building,
Opp. LIC Building, Anna Salai,
Chennai – 600 002 (For further follow up action)

The Managing Director,
Electronics Corporation of Tamil Nadu Limited (ELCOT),
Corporate Office, 9th Floor, 18/3, Sigapi Aachi Building, Rukmani Lakshmi pathi
Road, Egmore, Chennai - 600 008.

The Managing Director,
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No.807, 4th Floor, P.T. Lee Chengalvaraya Naicker Building,
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The Managing Director,
Tamil Nadu FibreNet Corporation Limited,
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The Director (FAC),
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The Chief Executive Officer,
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The Chief Executive Officer,
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The Joint Director,
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