



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.

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.