



**GOVERNMENT OF JAMMU AND KASHMIR  
GENERAL ADMINISTRATION DEPARTMENT  
CIVIL SECRETARIAT, J&K.**

**Subject :** Prohibition of un-authorized access to files/information in e-office.

**Circular No. 31-JK(GAD) of 2023  
Dated : 23.10.2023**

Government of Jammu and Kashmir has rolled out implementation of e-office across all offices for efficient conduct of government business. With a view to maintaining the security and confidentiality of sensitive official information, and ensuring compliance with data protection regulations as enshrined in the IT Act of 2000 read with Information Technology Security Guidelines notified by the Ministry of Electronics and Information Technology, Government of India under the said Act, it has been felt necessary to prohibit unauthorized personnel from accessing data from e-office files and references;

Unauthorized access includes, but is not limited to, viewing, copying, sharing or disseminating such data without proper clearance.

The unauthorized access to sensitive data is a breach of extant IT rules and is treated as penal offence under chapter XI of the IT Act 2000. Any instance of unauthorized access shall, therefore, be liable for disciplinary as well as penal action under the relevant provisions of law.

In view of the above, all officers/officials working on the e-office platform are, as such, strictly prohibited from accessing any sensitive data for which they do not have explicit authorization from the designated/competent authority. Departments are thus, impressed upon to conduct audit trails to determine sensitive events and pattern analysis to indicate possible fraudulent use or unauthorized access to the system data and shall proceed in terms of extant legal provisions against such breach of access.

All Departments are further, advised to ensure that officers/officials, who have been transferred out of secretariat, or left their respective departments/organization and no longer need access to e-office, shall not get a privilege of any access to their previous accounts. To ensure this, all Departments shall notify Information Technology Department about all such personnel within a

day. The Information Technology Department shall immediately proceed to bar such officers/officials from accessing e-office from their previous offices/place of posting in the Secretariat and/or other organizations. Further, all Departments shall designate a Nodal officer for liaising with the Information Technology Department, in future, with regard to such officers/officials whose accounts need to be closed on account of their transfer or superannuation etc, so that their accounts are closed/suspended on time.

Information Technology Department shall further institute procedures for Users Accounts Management, Data Resource Protection and Sensitive System Protection in line with the said Act within a week positively. It shall also submit monthly reports regarding unauthorized access, if any, to GAD.

Sd/-

**(Sanjeev Verma) IAS**

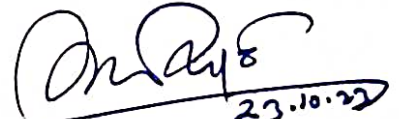
Commissioner Secretary to the Government

Dated : 23.10.2023

No. GAD-SERVOGENL/196/2022-09-GAD

Copy to:

1. All Financial Commissioners (Additional Chief Secretaries).
2. DGP, J&K.
3. Director General, IMPA&RD.
4. All Principal Secretaries to the Government.
5. Joint Secretary (JKL), Ministry of Home Affairs, GoI, New Delhi.
6. Principal Secretary to the Lieutenant Governor.
7. Chief Electoral Officer, J&K.
8. All Commissioner Secretaries to the Government.
9. Principal Resident Commissioner, J&K Government, New Delhi.
10. Divisional Commissioner, Kashmir/Jammu.
11. Director, Information, J&K,
12. All Deputy Commissioners.
13. Chairman, J&K Special Tribunal.
14. All Heads of Departments/Managing Directors.
15. Secretary, J&K PSC/J&K SSB/J&K BOPEE.
16. Private Secretary to the Chief Secretary.
17. Private Secretary to Advisor (B) to the Lieutenant Governor.
18. Private Secretary to Commissioner/Secretary to the Government, General Administration Department.
19. Notification file/Stock file. Hindi and Urdu versions shall follow.

  
23.10.23

**(Mohit Raina) JKAS**

Under Secretary to the Government