

**Government of Jammu & Kashmir**  
**Office of the Inspector General of Registration**  
**Srinagar/Jammu**

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IMPORTANT

AIGR Kashmir

AIGR Jammu

Registrars (All)

Sub Registrars (All)

No.IGR/ Gen/35/2023/483

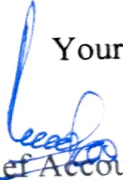
Dated: 02.11.2023

Subject: Dos and Don'ts for E-office Usage.

Sir,

I am directed to forward herewith a copy of communication No. REV-Genl/612/2023(7323611) dated 01.11.2023 of the Revenue Department along with O.M. No. IT-Gen/230/2022 dated 18.10.2023 of the Information Technology Department and No. NIC/JK/2023-24/368-373 dated 16.10.2023 of the State Informatics Officer, NIC, J&K for information and compliance.

Yours faithfully,

  
Chief Accounts Officer,  
O/o of IGR, J&K

Encls: A/A

**Government of Jammu & Kashmir**  
**Revenue Department**  
**Civil Secretariat, Srinagar/Jammu.**

**Financial Commissioner(Revenue),  
J&K.**

**Divisional Commissioner,  
Jammu/Kashmir.**

**All Deputy Commissioner**

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**Commissioner Survey & Land Records,  
J&K.**

**Inspector General Registration,  
J&K.**

**Custodian General,  
J&K.**

**Special Officer Auqaf  
J&K.**

No. REV-Genl/612/2023 (7323611)

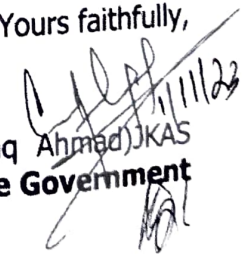
Dated:- 01.11.2023

Subject:- Dos and Don'ts for E-office Usage.

Sir,

I am directed to forward herewith the copy of communication No. IT-Gen/230/2022 dated 18-10-2023 along with its enclosures received from Information Technology Department regarding the subject cited above with the request to get the same circulated with strict directions for its compliance, to eliminate the risk of data pilferage and un-authorized access to files in the e-office, under an intimation to this department.

Yours faithfully,

  
(Aflaq Ahmad)JKAS  
**Under Secretary to the Government**

Copy to the:-


1. Under Secretary to the Government, Information Technology Department. This is with reference to OM No. IT-Gen/230/2022 dated 18-10-2023.

Government of Jammu and Kashmir  
Information Technology Department  
Civil Secretariat, J&K.

O.M.No. IT-Gen/230/2022  
Dated: 18.10.2023

**Subject: Dos and Don'ts for E-Office Usage**

The undersigned is directed to invite the kind attention of **all Administrative Secretaries** regarding the subject cited above and to forward herewith a communication No. NIC/JK/2023-24/368-373 dated 16.10.2023 received from National Informatics Centre, J&K, with the request to get the same circulated with strict directions for compliance by all employees, inclusive of HoD offices to eliminate the risk of data pilferage and un-authorized access to files in the e-office.

  
(Ajay Sharma) JKAS  
Under Secretary to the Government  
Information Technology Department  
JK

Encl:-A/A

**All Administrative Secretaries**

**Copy to the :**

1. Private Secretary to Commissioner/Secretary to the Government Information Technology Department.

भारत सरकार Government of India  
इलेक्ट्रॉनिक्स एवं सूचना प्रौद्योगिकी मंत्रालय Ministry of Electronics & Information Technology  
राष्ट्रीय सूचना विज्ञान केन्द्र National Informatics Centre  
जम्मू और कश्मीर केंद्र शासित प्रदेश J&K Union Territory  
न. ब. -12, मिनी ब्लॉक, नागरिक सचिवालय, जम्मू - 180001 NB-12, Mini Block, Civil Secretariat, Jammu - 180001  
दूरभाष/ Phone: 0191-2547720, 0191-2546672  
ई-मेल/ Email: sio-jk@nic.in

NIC/JK/2023-24/ 368-373

Dated: 16.10.2023

**The Commissioner / Secretary,  
Information Technology  
Civil Secretariat, Jammu / Srinagar**

**Subject: Dos and Don'ts for E-Office Usage.**

Madam,

Here are some steps that can be taken to eliminate the risk of data pilferage and unauthorised access to files in the e-Office system of Jammu and Kashmir.

- The DB Server and the Application Server of e-Office in the J&K SDC should be behind firewall.
- Every e-File should be digitally signed using DSC or e-Sign.
- After every transfer / deputation / retirement, the information should be shared by the GAD with the CEO JaKeGA for onward transmission to the e-Office Admin at the J&K SDC for making necessary changes in the Employee Master Details and re-mapping of an e-File to the appropriate official.
- Preferably, the Super Admin privilege should be assigned to a permanent Government Official.
- In case of doubts regarding access to any specific e-File, the Super Admin can be asked to provide details of its movement through the system (with time stamps) using the feature available in e-Office.