

No.DGE-Z-11013/09/2024-Coord.
Government of India
Ministry of Labour & Employment
Directorate General of Employment

Shram Shakti Bhawan,
New Delhi. Dated 02.08.2024

CIRCULAR

Subject: Use of private emails for official communication in DGE - reg

It has come to the notice that some of the sections/officers in DGE(HQ) and field offices of NCS Centre for DA, NCS Centre for SC/STs and NICS, Noida are using email IDs of private service providers for official communications.

2. It is instructed that official email IDs provided by the NIC, Government of India should only be used for all official purposes and use of private emails (personal and/or by private service provider) may be discontinued immediately. Those not having NIC provided email IDs are requested to create new email IDs through NIC, Government of India and the same may be intimated to Coordination Section, DGE (HQ) for updating in the DGE's website.
3. Non-compliance of these instructions will be viewed seriously and appropriate action will be taken against the erring officials/officers.

Vijayalakshmi Mahadevan

(Vijayalakshmi Mahadevan)
Under Secretary to the Government of India
Tel. No.011 2347-3357

To

1. All the Sections/Officers in the DGE (HQ).
2. All the NCS Centres for Differently Abled under DGE (through EE-II Section).
3. All the NCS Centres for SC/STs under DGE (through EE-III Section).
4. The NICS, Noida.

Copy to:

1. PSO to AS(L&E)/DG (E)
2. PPS to DDG (E)
3. PA to Director (Employment) / DS(Admn)
4. Dr. Shailja Singh, JDE for uploading the circular in DGE's website.