

No: 388/DAHK/ Est/ 9329-31

Dated: 09-12-2023

Government of Jammu and Kashmir  
DIRECTORATE OF ANIMAL HUSBANDRY KASHMIR  
(Gawkadal Srinagar-190001)

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Ph.No. 0191-2155091 email: est@jkanimalhusbandry.net Fax: 0191-2170518

Copy forwarded to:

1. Deputy Director Poultry
2. Accounts Officer (Directorate)
3. I/c Section \_\_\_\_\_

for information and compliance of the instructions in letter and spirit

4. I/c Website for information & n/a

  
Dy Director (C) 09/12/23  
Animal Husbandry Department  
Kashmir 





**Government of Jammu and Kashmir  
Agriculture Production Department  
(Animal/Sheep Husbandry & Fisheries)  
Civil Secretariat, J&K.**

**The Director,  
Animal/Sheep Husbandry Department,  
Jammu/Kashmir.**

**The Director  
Fisheries, J&K**

No: ASHF-CORD/150/2023(7324410)

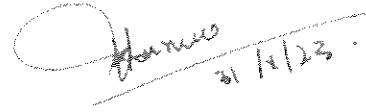
Dated: 31.10.2023

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

Sir/Madam,

I am directed to forward herewith a copy of O.M No.IT-Gen/230/2022 dated 18.10.2023 alongwith its enclosures received from Information Technology Department regarding the subject cited above and for necessary compliance of the instructions in letter and spirit.

Yours faithfully,

  
31/10/23

**Under Secretary  
Agriculture Production Department**

Encl:- (As Above)




  
31/10/23

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 प्रांतिगत प्रदेश J&K Union Territory  
ब. ब. 12, मिनी ब्लॉक, नागरिक सचिवालय, जम्मू NB-12, Mini Block, Civil Secretariat, Jammu - 180001  
180001 दूरभाष/ Phone: 0191-2547720, 0191-2546672  
ई-मेल/ Email: so-jk@nic.in

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NIC/JK/2023-24/ 369-373

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 J&KGA 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.

- A user should never leave their system idle and / or in a logged-in state.
- After finishing work, a user should log out of the system as well as browser.
- A user should never delegate their work to another person in e-Office.
- Downloading of contents by any means and printing of the same / PDF conversion should be avoided to the maximum possible extent.
- A user should use a strong password as per the password policy of the Government.
- A user should never share their user ID and Password with anyone.
- A user should never share their OTP with anyone.
- A user should regularly change your password.
- A user should never use the "Save Password", "Remember Password" type options if prompted by the system.

Yours Faithfully,



(Mohd. Saleem Khan)  
State Informatics Officer

Copy to the:

- 1) Chief Executive Officer, JaKeGA
- 2) Addl. SIO and Group Head (JPS) for information and necessary action)
- 3) Shri Anil Sharma, Scientist-E for information and necessary action.
- 4) Pvt. Secretary to the Chief Secretary, J&K (for kind information of the Chief Secretary)
- 5) Pvt. Secretary to the Commissioner, Secretary, GAD, J&K (for kind information of the Commissioner / Secretary)