

NORTH CENTRAL RAILWAY

NCRPS-6056/2021

Head Quarter, Office
Subedarganj, Prayagraj

No. 797-E/Policy/2021/Misc

Dated: .07.2021

All PHODs / CHODs, NCR HQ office, Prayagraj,
Divisional Railway Manager AGRA, JHANSI & PRAYAGRAJ,
CWM/JHS WS, CWM/ MLR WS, CWM/ RSK/STLI, CWM/CPOH Prayagraj,
Sr.DPO AGRA, JHANSI & PRAYAGRAJ, Dy.CPO/Const PRYJ, DyCPO/WS/JHS,
SPO/MLR, APO /RSK/STLI, CEE/WS/ JHS, Dy.CE/WS/JHS, Dy.CMM/GSD JHANSI,
Dy.CE/ Bridge Line JHANSI AGRA, Prayagraj, Dy.CE/ TMC Line JHANSI DyCE / CSP
Prayagraj, Staff Officer/RPF/NCR/HQ/Prayagraj. Dy FA&CAO/G/NCR,
Principal- ETC/ Kanpur. Principal- IRTMTC / Prayagraj, Principal- CITA / Kanpur,
Principal- Supervisor Training Centre /Jhansi, Principal- Area Training Centre/Jhansi,
Principal- Transportation Training Centre, Subedarganj / Prayagraj, Principal- Basic Training
Centre, Loco/Jhansi, Principal- BTCC&W/Jhansi, Principal- BTC, Wagon Workshop/Jhansi,
Principal- C&W training Centre/ Kanpur, Principal- Permanent Way Training Centre/JHS,
Principal- Electric Training Centre/TRD/Jhansi.

Sub: Email Poliy and Website guidelines.

Ref: Railway Board Letter No. 2019/RBCC/7/7/Policy Implementation
dated 18.06.2021

...X...

In compliance of Railway Board's letter NO. 2019/RBCC/7/7/Policy Implementation
Dated 18.06.2021 alongwith its enclosures, is annexed herewith for further necessary
action.

Policy Letter Circulated under NCRPS is also be available on website
www.ncr.indianrailways.gov.in (About us→Department→Personnel→NCR Policy Circulars).

DA: as above


(Lavkush Singh Rawat)
APO/IR
For General Manager/P

C/- Secretary to GM for kind information to General Manager.
C/- Secretary to AGM for kind information to AGM.
C/- All Personnel Officer in HQ.
C/- All Recognized Union and Associations

MOST IMPORTANT



**भारत सरकार Government of India
रेल मंत्रालय Ministry of Railways
(रेलवे बोर्ड) (Railway Board)**

Rail Bhawan, Raisina Road
New Delhi – 110001

No.2019/RBCC/77/PolicyImplementation

Dated : June 18, 2021

**The General Manager
All Indian Railways, PUs
The Director General, RDSO, NAIR, Director CTIs
PCAO/CAOs, All other Railway Units
CMDs/MDs, All PSUs of IR, CRIS**

Sub: Email Policy and Website guidelines

A Central Law Enforcement Agency (LEA) has communicated to Board (CRB & CEO) advising use of **@gov.in/ @nic.in** domain email ids only for all official communication. The communication prohibits use of any private email service providers viz., Gmail, Yahoo, etc. for any and all official communications. Also, it advised hosting of all Govt Websites only on **[dot]gov[dot]in/ [dot]nic[dot]in** domains

2. Instructions have already been issued, vide Office Order No.42 of 2020, which mandates the use of **@gov.in/ @nic.in** domain email ids only for all official communications. A copy of the same is attached for ready reference. These instructions are reiterated for compliance by all Officials.
3. It has also come to notice that websites of a number of field units have been designed, developed and hosted through private entities which do not conform to the Guidelines for Indian Government Websites (GIGW v2.0) 2019. Many such websites are also not hosted on **.gov.in** or **.nic.in** domain.
 - 3.1. It is, therefore, requested to ensure that any website developed and/ or owned by any of the field units, scrupulously conforms to GIGW and use only **.gov.in** or **.nic.in** domains allotted exclusively and restricted to Government Websites.
4. The above is brought to the notice of all concerned for strict compliance. Receipt of this letter, in the meantime, may kindly be acknowledged.

Digitally signed by **(Kuldeep Singh)**
SINGH
Date: Fri Jun 18 13:38:28 IST
2021
Reason: Approved
Email: dmecis@rb.railnet.gov.in

Encl:

- i. Office Order No 42 of 2020
- ii. Guidelines for Indian Government Websites (GIGW v2.0) 2019



भारत सरकार **Government of India**
रेल मंत्रालय **Ministry of Railways**
(रेलवे बोर्ड) **(Railway Board)**

OFFICE ORDER NO. 42 of 2020

Sub : Communication through e-mail

The Indian Railways Information and Communication Technology (IR ICT) Security Policy, 2019 details the information security policy that all IR units shall observe and follow. Section 17 of the Policy defines the acceptable e-mail usage in official working in sync with the Government of India's (GoI) e-mail policy.

2. In pursuance of the same, it is brought to notice of all concerned that only the e-mail services of GoI i.e. **@gov.in/@nic.in** domain should be used for all official communications. This email service is secure with Geo-fencing feature (country-wise access control). No official communication (email) should be entered into using the e-mail services provided by other service providers.

3. In order to ensure un-interrupted services and also for security reasons, updation of current mobile numbers under the personal profile of users is mandatory for security reasons. The number would be used only for sending alerts and information, if any, regarding security. Auto-save of password in the e-mail service should not be resorted to for security reasons. Sharing of a user's password with others is also strictly prohibited.

4. Public Sector Enterprises, under the administrative control of Ministry of Railways, are expected to use their corporate email accounts hosted on their servers located in India for all official communications.

5. In order to disseminate information for all users of IR network, a website : **cert-rail.railnet.gov.in** - has been hosted which contains best practices to be followed while using IT assets, various policy documents of GoI including the IR ICT security policy, advisories issued from time to time by various agencies of GoI, etc.

6. In view of the foregoing, all are requested to adhere to these instructions and all official communications over email should only be entertained and/or entered into through the official [[@](mailto:gov@nic.in)] **gov[dot]in** / [[@](mailto:nic@gov.in)] **nic[dot]in**.

No.2019/RBCC/7/7/Policy Implementation


22.05.2020
(Rajnesh Singh)

Director M.E (C&IS)
Railway Board

To,

All Officers and Staff of Board's Office/Metro Bhawan Pragati Maidan and at Dayabasti, New Delhi.

**Copy to: General Managers - All Indian Railways/PUs etc.,
CTIs,
CMD/MD - PSUs.**