



DELHI JAL BOARD
GOVERNMENT OF N.C.T. OF DELHI
OFFICE OF THE ASSISTANT COMMISSIONER (W)
VARUNALAYA PHASE-II, KAROL BAGH, NEW DELHI - 110 005
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F.No.55(2014)/AC(W)/2014/ 83365

Dated : 26.03.2015

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The following letter(s) /Circular(s) as mentioned hereunder are hereby endorsed for information and compliance by all the concerned.

Sl. No.	Name of Department	Reference No. of Letter/Circular	Subject
1	Pr. Secretary (GAD), Govt. of NCT of Delhi, General Administration Department (Co- ordination Branch) Delhi Secretariat, I.P. Estate, New Delhi - 110 002.	No.F.511/11/2015/GAD /CN/1052 dated 11.03.2015 addressed to CEO, Delhi Jal Board.	Security of official information and documents.

Encl. : 03 Pages.

(AMIT KUMAR JAIN)
ASSTT. COMMISSIONER (W)

All C.E.s/System Administrator
All Directors.
All S.Es/Jt.Dir(Rev.)/(Vig.)/(F&A).
All ACs/All EEs
All Dy.Dir.(Rev.)/(F&A)/Consultant(PR)
All AOs/ZROs
All Accounts Officers/AAOs.

Copy for kind information to:-

1. Chief Executive officer.
2. Member(A)/(F)/(W)/(Dr)/Secretary/C.V.O. /Addl. C.E.O.
3. E.E.(EDP) - for n.a. under intimation to this office please.

ASSTT. COMMISSIONER (W)

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30/3/15

For M105

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GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
GENERAL ADMINISTRATION DEPARTMENT
(CO-ORDINATION BRANCH)

DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI-110002

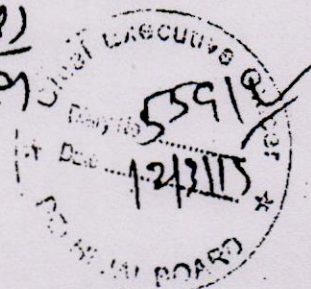
Asstt. Commissioner (W)
Delhi Jal Board
No. 1174
Date 17/3/2015

No.F.51/11/2015/GAD/CN/ 1052

Date: 11-3-15

To **CEO (DJB)**
Pr. Secretaries/Secretaries/HODs
Govt. of NCT of Delhi

Dir-1(A&P)
AC(W)



Sub: Security of official information and documents.

Sir/Madam,

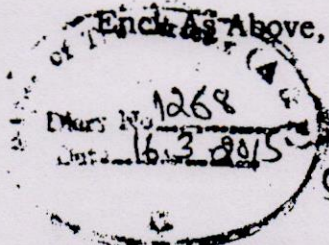
A recent incident of leakage of secret documents from government offices has necessitated that all the Departments/offices of Govt. of Delhi should immediately put in place all measures necessary to prevent any incident of espionage. Confidentiality of secret files and documents including that of Budget Papers is a matter of utmost importance.

2. In the context of the above, it is necessary to ensure that secret / confidential documents of the Department are properly secured so that outsiders and unauthorized officials do not have access to these documents. All Departments of Government of Delhi should take necessary action in this regard.

3. Every Government Servant should be sensitized regarding security of official information and documents. In this regard, attention is drawn to the provisions of the conduct rules applicable to them i.e. Rule 9 of the AIS (Conduct) Rules, 1968 or Rule 11 of CCS (Conduct) Rules, 1964, as the case may be and Rule 5 of the Official Secrets Act, 1923. Further, detailed guidelines as laid down in Chapter XIII of the Central Secretariat Manual of Office Procedure (copy enclosed) should be strictly followed to ensure security of official information and documents.

Yours faithfully,

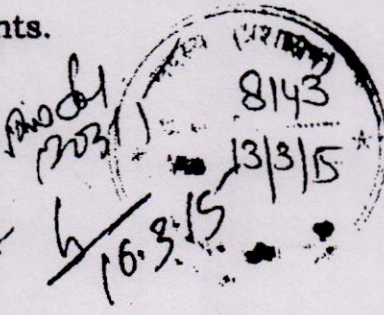
(A. Majumdar)
Pr. Secretary (GAD)



22 April 15

CEP m
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Dir(A&P)
AC(W)



CHAPTER XIII

SECURITY OF OFFICIAL INFORMATION AND DOCUMENTS

116. **Communication of official information**—Every Government Servant shall, in performance of his duties in good faith, communicate to a 'member of public or any organization full and accurate information, which can be disclosed under the Right to Information Act, 2005. (Nothing stated above shall be construed as permitting communication of classified information in an unauthorized manner or for improper gains to a Government Servant or others).

117. **Treatment of classified papers—**

(1) The provisions contained in this manual apply primarily to unclassified papers. In handling classified papers, the official concerned will exercise special care and follow the provisions under the Departmental Security Instructions' issued by the Ministry of Home Affairs. Since according to these instructions classified papers (other than confidential) are expected to be handled either by officers themselves or in sections designated as 'secret' or 'top secret', it is essential that in sections' not so designated:

(a) a separate set of registers and other records (e.g., dak register, section diary, file register, file movement register, precedent book, index slips, various arrears and disposal statements, electronic media, floppies, CDs, etc.), is maintained by section officer himself; and

(b) the recording of such files and their review is also undertaken by him personally, keeping in view the provision under the Departmental Security Instructions.

(2) Every classified file will be reviewed once in five years for declassification. A declassified file considered fit for permanent preservation will be transferred to the National Archives.

118. **Confidential character of notes/files—**

(1) The notes portion of a file referred by a department to another will be treated as confidential and will not be referred to any authority outside the secretariat and attached offices without the general or specific consent of the department to which the file belongs. If the information is in electronic form it will be handled by the authorized official only.

(2) Where the general consent has been obtained under sub-para (1) above, such consent will, however, exclude classified files or to files in which the officer to whom the file is supposed to be referred or shown, is personally affected, or in which his official conduct is under consideration.

(3) For the purpose of attending meetings/discussions outside office an officer not below the level of Section Officer/Desk Officer may carry confidential papers/files or an officer not below the level of Under Secretary may carry Secret papers/files in a special circumstance with the written authorization of Joint Secretary concerned. The authorization will be produced by the officer on demand.

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19. Communication of Information to the press—

- (1) Official information to the press and other news media, i.e. radio and television, will normally be communicated through the Press Information Bureau.
- (2) Only Ministers, Secretaries and other officers specifically authorized in this behalf may give information or be accessible to the representatives of the press, will direct them to the Press Information Bureau or will seek the permission of the Secretary of the department before meeting the press.
- (3) Whenever it is proposed to release an official information to the press, or to hold a press conference or press briefing or to give publicity to an official report, resolution or any other publication, the department concerned will consult the accredited information officer in advance. The accredited information officer will meet the authorized officials from time to time and collect information worthy of publicity.
- (4) Detailed procedure in respect of matters mentioned in this para, as laid down by the Ministry of Information and Broadcasting, should be followed.

120. Use of restrictive classification for printed reports etc.—

- (1) The restrictive classification 'For official use only' will not be assigned to any printed report, pamphlet or compilation, unless it contains information disclosure of which would not be in the public interest. In doubtful cases, the test that may be usefully applied is whether the publication, whose circulation is proposed to restrict to official use only, is such that the Minister would be justified in refusing to lay it before the Parliament.
- (2) No official publication (including in electronic form) will be marked 'For official use only', except with the prior approval of the branch officer, who will obtain the orders of the Secretary or Minister in cases of doubt.