

कार्यालय रक्षा लेखा नियंत्रक जबलपुर
Office of the Controller of Defence Accounts Jabalpur

Circular

No: OA Cell/2201/GenCorr/2021-22

Dated:- 30-08-2021

To,

All SAOs/AOs (Local).
All Sections (Local).
All Sub-Offices under CDA Jabalpur.

Subject: Use of Gmail/Yahoo Accounts by Government Officials.

Reference: HQrs. Office letter dated: Mech/IT&S/810/Cyber Security, dated: 13.08.2021.

It has been noticed at HQrs. Office that some personnel of Defence Accounts Department are using email id other than NIC like gmail/yahoo etc. for official communication which intends to sharing government data through third party servers and may become vulnerable.

2. In view of the above, it is instructed that only NIC email should be used for communicating official data. Use of other than NIC email, all emails are strictly prohibited.
3. As per email policy of Government of India issued by MeitY, it is directed to all the personnel working under Defence Accounts Department to register/ open NIC email accounts, if not already done.
4. As per HQrs. Office letter no. Mech/IT&S/148/LPT/INTERNET/Vol-III dated: 13.06.2017, Office id should only be on NIC Domain only. In case, any office does not have NIC email id, the respective form should immediately be submitted for creation of the same. For creation of any email in the name of any office, it is suggested that email id form may be filled up with the particulars of responsible officer i.e. name, designation, mobile no., date of birth etc.
5. As per HQrs. Office letter no. Mech/IT&S/148/LPT/Internet/Vol-II, dated: 04.03.2021 all users availing the email services from NIC needs to use 2FA (2 Factor Authentication) to access their accounts and its hereby intimated to download and install the KAVACH software from a) <https://kavach.mail.gov.in> to respective Desktop/Laptop using OS Windows/Mac/Linux b) Kavach Authentication from Google Play Store for Android OS. iii) Kavach Authentication from Apple Store for iOS.
6. The contents of this circular may please be brought to the notice of all concerned and an acknowledgement in token of having noted the same may please be obtained and kept in record.

[Signature]
AO (OA Cell)