



No.F1(6)(33)/2024/Estt(NT)/ 780

Dated the 30 April, 2024

ORDER

It has come to the notice of the University that several WhatsApp groups have been formed by the employees of the University, through which, various important documents/order/information of the University are being circulated/shared without any authorization from the Competent Authority of the University. In these groups, including the official WhatsApp groups, many private persons/non-employees of the University have also been added, thereby, official documents/communications/information of the University are also reached in the domain of these private persons or non-employee of the University, which is contrary to the provision of the CCS (Conduct) Rules 1964 and provision given in the Manual of Office Procedure.

In these aforesaid rules, it has been clearly laid down that *no Govt. servant shall except in accordance with any general or specific order of the Govt. or in performance in good faith of the duties assigned to him/her, communicate, directly or indirectly, any official document or any part thereof or classified information to any Govt. servant or any other person to whom he/she is not authorized to communicate such documents or classified information.* These rules, however, provides that every Govt. servant shall, in performance of his/her duties in good faith, communicate information to a person in accordance with Right to Information Act, 2005(22 of 2005) and the rules made there under only.

The attention of all the employees of the University is also drawn to the provision of rule 11 of CCS (Conduct) Rules 1964, which lays down, that a *Govt. servant may not communicate directly to other Govt. servant or to non-official person or to Press any document or information which may have come into his/her position in the course of his/her public duty.* Further, retention of such documents or information by a Govt. servant in his/her personal custody for use in furtherance of his/her personal interest, e.g., in making representations to the authorities concerned, is not only objectionable but also constitute an offence under section 5 of the Official Secret Act, 1923. A person contravening the provision of the above said act renders himself/herself liable to prosecution apart to be dealt departmentally under the relevant disciplinary rules.

The provision contained in the Manual office procedure further provides that *"Unless authorized by general or specific orders, no official will communicate to another official or a non-official, any information or document which has come into his possession in the course of his/her official duties"*.

Accordingly, the provision of Rule 11 of CCS (Conduct) Rules 1965 read with para 110 of the Manual of Office Procedure are once again brought to the notice of all the concerned employees of the University with reiteration that violation of the provision of conduct rules and other corresponding provisions amounts to a serious mis-conduct.

All the employees of the University are hereby advised in their own interest to refrain from unauthorized communication of any information or document through any mode of communication including the WhatsApp group without proper authorization and approval of the Competent Authority.

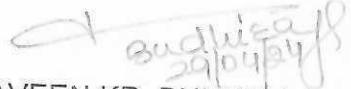
Any such incident, if noticed again, further action against the erring delinquent officials will be initiated within the provision of Act, as referred above, and under the disciplinary rules of the University.

This issues with the prior approval of the Competent Authority.


(DR. KAMAL PATHAK)
REGISTRAR

Copy forwarded to the following for information & necessary action:

1. All Deans/Directors, GGS Indraprastha University.
2. Controller of Finance, GGS Indraprastha University.
3. Controller of Examination-I & II, GGS Indraprastha University.
4. OSD to Hon'ble VC, GGS Indraprastha University.
5. All branch heads/DRs/DLs/ARs/ALs, GGS Indraprastha University.
6. Asstt. Registrar, VC Secretariat, GGS Indraprastha University.
7. Asstt. Registrar, O/o the Registrar, GGS Indraprastha University.
8. Head (UITS), GGS Indraprastha University.


(NAVEEN KR. BUDHIRAJA)
ASSTT. REGISTRAR(ESTT.-NT)