



**GOVERNMENT OF JAMMU AND KASHMIR  
GENERAL ADMINISTRATION DEPARTMENT  
Civil Secretariat, J&K**

Subject: Ensuring Adoption of Standard Cyber Security Practices, discontinuation of Unauthorized Digital Assets, and compliance with IT Governance Protocols – Comprehensive Instructions thereof.

**Circular No. 12-JK(GAD) of 2025  
Dated: 21.05.2025**

Attention of all Administrative Departments, Heads of Departments (HoDs), and Subordinate Offices is invited to the discussions held in the meeting convened under the chairmanship of the Chief Secretary, Jammu & Kashmir, wherein the need for enforcing a secure, standardized, and policy-compliant digital and IT environment across Government establishments was extensively deliberated.

In view of the growing risks associated with unauthorized digital platforms, outdated hardware/software infrastructure, and increasing incidents of data compromise and phishing, the following comprehensive set of instructions is hereby issued for immediate implementation and strict compliance:

**1. Discontinuation of Private/Unauthorised Government Websites:**

It has come to notice that various departments are operating official websites using private domains such as ".com", ".org", or ".net", which are not aligned with Government of India guidelines on official domain usage.

Accordingly, all such privately hosted/unauthorized departmental websites shall be deactivated forthwith. NIC, J&K Centre shall assist departments in migrating all existing websites to secure and authenticated government domains, preferably under ".gov.in" or ".jk.gov.in". No future departmental websites shall be developed or hosted on non-government domains. All proposals for new websites must be routed through NIC and approved by the IT Department.

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## **2. Mandatory Use of Government Email IDs for Official Communication:**

To maintain data confidentiality and prevent leakage of sensitive information, No official communication shall be made or responded to, if transmitted from non-government email accounts such as Gmail, Yahoo, Rediffmail, etc. All officers/officials shall mandatorily use NIC-provided email Ids (...@jk.gov.in / ...@gov.in) for all forms of official correspondence. HoDs shall ensure immediate issuance and activation of official NIC email IDs for all staff involved in administrative or public-facing roles. Any emails received from non-NIC domains shall be treated as unofficial and may not be acted upon.

## **3. Comprehensive IT Infrastructure Audit by CISOs/ISOs:**

All Chief Information Security Officers (CISOs) / Information Security Officers (ISOs) designated in each department shall conduct a detailed census and audit of IT infrastructure, which shall include:

- I. Number and specifications of desktop/laptop systems;
- II. Status of operating systems (licensed / unlicensed, updated / outdated);
- III. Inventory of installed software (genuine vs pirated);
- IV. Antivirus/firewall status and last update logs;
- V. Network architecture, access points, and security configuration.


It must be ensured that all machines run genuine, licensed, and currently supported operating systems (e.g., Windows 11, Linux variants, etc.);

- I. No pirated, obsolete, or end-of-life software is used;
- II. Devices are protected with active antivirus/firewall systems;
- III. Administrative access to systems is restricted and monitored.

A standard IT asset inventory format shall be circulated separately by the IT Department to facilitate uniform reporting.

## **4. Sensitization and Capacity Building of CISOs and IT Staff:**

NIC shall organize mandatory sensitization sessions for departmental CISOs/ISOs, focusing on.

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- I. Basic and advanced cyber hygiene practices;
  - II. Safe configuration of email systems and digital infrastructure;
  - III. Threat detection, incident reporting, and response mechanisms;

- IV. Guidelines under the Information Technology Act and CERT-In advisories.
- V. All departments must ensure nomination of officers concerned for such sessions on priority.

#### **5. Procurement and Standardization of IT Hardware and Software:**

All departments shall ensure that procurement of IT hardware (laptops, desktops, printers, routers, etc.) conform to the minimum technical specifications notified by the Information Technology Department. Departments must discontinue usage of pirated or obsolete software, including unlicensed office suites, design tools, or database applications. Software currently in use shall be regularly updated, and upgrades shall be planned for systems approaching end-of-support dates.

#### **6. Monitoring, Reporting and Enforcement:**

Each department shall submit a detailed compliance report to the Information Technology Department through their respective Administrative Departments within 15 days of issuance of this circular.

The report shall specifically indicate:

- I. Domain name status of departmental websites;
- II. Compliance with government email usage;
- III. Audit findings from IT infrastructure census;
- IV. List of pirated/outdated software, if any, and proposed rectification plan.

Failure to adhere to these instructions shall be viewed seriously and may invite disciplinary action under relevant rules governing official conduct, IT usage, and administrative responsibility. These directions are issued with the approval of the Chief Secretary, J&K, and shall come into immediate effect. All departments are advised to accord top priority to the implementation of these guidelines in the interest of secure and accountable e-governance.

Sd/-

(M. Raju) IAS

**Commissioner/Secretary to the Government**

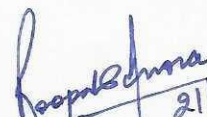
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Copy to:-

- 1. All Financial Commissioners (Additional Chief Secretaries).
- 2. Director General of Police, J&K.

3. All Principal Secretaries to the Government.
4. Principal Secretary to Hon'ble Lieutenant Governor, J&K.
5. All Commissioner/Secretaries to the Government.
6. Chief Electoral Officer, J&K.
7. Principal Resident Commissioner, J&K Government, New Delhi.
8. Joint Secretary (JKL), Ministry of Home Affairs, Government of India.
9. Divisional Commissioner, Kashmir/Jammu.
10. Director, J&K Institute of Management, Public Administration & Rural Development.
11. All Deputy Commissioners.
12. Director Information, J&K.
13. Chairperson, J&K Special Tribunal.
14. All Heads of the Departments/Managing Directors.
15. Secretary, J&K Public Service Commission.
16. Director, Archives, Archaeology and Museums, J&K.
17. Director Estates, Kashmir/Jammu.
18. Secretary, J&K Service Selection Board.
19. OSD/Private Secretary to Hon'ble Chief Minister, J&K.
20. Secretary, J&K Legislative Assembly.
21. Private Secretary to Chief Secretary, J&K.
22. Private Secretary to Advisor to Hon'ble Chief Minister, J&K.
23. Private Secretary to Commissioner/Secretary to the Government, General Administration Department.
24. Circular/Stock file/Website, General Administration Department.

  
(Roopali Arora) JKAS  
21/05/2025

**Under Secretary to the Government**