

भारत सरकार
Government of India
स्वास्थ्य एवं परिवार कल्याण मंत्रालय
Ministry of Health & Family Welfare
वर्धमान महावीर मेडिकल कॉलेज एवं सफदरजंग अस्पताल, नई दिल्ली-110029
Vardhman Mahavir Medical College & Safdarjung Hospital, New Delhi-110029



No.-ITSR/e-Mail/2025

Dated: 25-04-2025

SERVER ROOM

Office Order

Subject: Guidelines for the Use of Official Emails (Gov Mail) for Official Correspondence .

In view of the need to maintain security, accountability, and professionalism in all official communications, the following guidelines are issued regarding the use of official government email accounts for conducting official correspondence:

1. Use of Official Government Email Only:-

All official communication, including correspondence, transmission of documents, and exchange of information, must be conducted exclusively through the official government email account (i.e. @vmmc-sjh.nic.in/ @gov.in/ @nic.in).

2. Prohibition on the Use of Personal Email Accounts :-

Emails sent from personal email accounts, such as Gmail, Yahoo, Rediff, and any other private email service providers, will **not** be entertained for official purposes. Any correspondence or official communication made through such personal email accounts will be deemed as non-compliant with the established guidelines.

3. Confidentiality and Security:-

The use of government email accounts ensures a higher level of security and confidentiality for sensitive information. Employees are required to:

- Regularly update passwords and follow security protocols for government email accounts.
- Avoid sharing official login credentials with unauthorized individuals.

This order should be followed by all employees for all official correspondence.


(Dr. Gaurav Arora)
Officer In-Charge - IT