



ईपीएफओ, मुख्य कार्यालय  
श्रम एवं रोज़गार मंत्रालय, भारत सरकार  
भविष्य निधि भवन, 14, भीकाजी कामा प्लेस, नई दिल्ली 110066

EPFO, HEAD OFFICE

MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA  
BHAVISHYA NIDHI BHAWAN, 14, BHIKAJI CAMA PLACE, NEW DELHI 110066

[www.epfindia.gov.in](http://www.epfindia.gov.in)



### Central Analysis & Intelligence Unit

CAIU/011(197)2022/ 15164

Date: 30 DEC. 2022

To,

All ACC(HQs) /ACCs (Zones)  
OIC's of Regional Offices.

**Subject: - Registered Email Ids in Shram Suvidha Portal- Adherence to GOI Email Policy-regd.**

**Ref:- Head Office circular no. R-I/Misc/2009/Pt/121/181150 dated 16.03.2015**

Sir/Madam,

Please refer to the reference cited above on the captioned subject communicating therewith the e-mail policy of the Government of India, notified vide Gazette Notification dated 18.02.2015, which stipulates that only the e-mail services provided by the Govt. Of India shall be used for official communication. The e-mail services provided by other services providers shall not be used for any official communications.

- In this regard, a reference has been received from Vigilance wing, EPFO that official communications to Nodal Officers/EOs in Shram Suvidha Portal have been forwarded to their personal email ids and not to their official mail ids (@epfindia.gov.in), which indicate that their personal email ids have been registered in the Shram Suvidha Portal which is not in adherence with the email policy of Government of India.
- Apart from the violation of Government policy obvious in the matter, there are specific causes of concern in the registration and use of unverified and unauthorized e-mail id in the Shram Suvidha Portal. Often, the advance intimation that the EO sends to the establishment regarding inspection is also from his/her personal e-mail id which is in violation of the extant policy.
- The indiscriminate use of unauthorized mail ids for official communications with establishments could lead to a situation where the recipient would be in no position to confirm the legitimacy of the source. In a scenario where the embargo on use of unauthorised e-mail ids for official communication is not enforced, communications to establishments could be sent by unscrupulous elements, internal and external, in the guise of legitimate and authorized official missives.
- In view of the potential scope for misuse, there is an exigent need to enforce the registration of only official e-mail id of users in the Shram Suvidha Portal and uses of only such e-mail id for communication with the establishments. Any deviation would be viewed seriously and dealt with in an exemplary manner.
- It is, therefore, advised to ensure that only official e-mail ids of the users at the field offices are registered in the Shram Suvidha Portal and send a certificate in this regard to this office latest by 4<sup>th</sup> January, 2023 for onward submission to Vigilance wing, EPFO. The absence of desired certificate may lead to inactivation of Regional Head access to Shram Suvidha Portal.

Encl. - As Above

Yours faithfully

(R.K.Singh)

Addl. Central P.F. Commissioner (HQ)





कर्मचारी भविष्य निधि संगठन  
Employees' Provident Fund Organisation  
श्रम एवं रोजगार मंत्रालय भारत सरकार  
Ministry of Labour & Employment, Govt. Of India  
मुख्यकार्यालय/Head Office

भविष्य निधि भवन, 14-भीकाजी कामा प्लेस, नई दिल्ली -110066  
Bhavishya Nidhi Bhawan, 14-Bhikaji Cama Place, New Delhi-110066  
Website : epfindia.gov.in

No R-I/Misc./2009/Pt.

Dated: 12.03.2015

**OFFICE CIRCULAR**

16 MAR 2015

**Subject: E-mail policy of Government of India.**

Sir/Madam,

Ministry of Communication and Information Technology has notified the E-mail policy of Government of India in the Gazette of India dated 18.02.2015, which is available at <http://deity.gov.in/content/email-policy>.

2. It is notified by the Ministry of Communication and Information Technology Under heading Scope para 2 that "Only the e-mail services provided by NIC, the Implementing Agency of the Government of India shall be used for official communications by all Organizations except those exempted under clause No. 14 of this policy. The e-mail services provided by other services providers shall not be used for any official communications". This policy is applicable to all employees of Government of India and employees of those State/UT Governments that use the e-mail services of Government of India and also those State/UT Governments that chose to adopt this policy in future. The directives contained in this policy must be followed by all of them with no exceptions.
3. All are advised and instructed to follow the directions of Ministry of Communication and Information Technology in using the e-mail for official purpose.

Yours faithfully,

(R.K. Kukreja)

**Additional Central Commissioner (B)**

**Copy to (Through EPFO website):**

- i. PS to CPFC
- ii. PS to Chief Vigilance Officer
- iii. PS to FA& CAO
- iv. All Additional Central Commissioners (Zones)/Head Office
- v. Director (NATRSS)
- vi. Chief Engineer
- vii. All Officer-in-charge of Regional Office/Sub-Regional Office.
- viii. All Dy. Directors (Vigilance)/Audit/Information Services.
- ix. Zonal Audit parties/Zonal Training Institutes.
- x. RPFC (NDC) : with a request to provide the link of e-mail policy of Ministry of Communication and Information Technology on the website of EPFO.