

NO.C.14015/5/2019 - GAD
GOVERNMENT OF MIZORAM
GENERAL ADMINISTRATION DEPARTMENT
MIZORAM NEW CAPITAL COMPLEX (MINECO) AIZAWL, MIZORAM

OFFICE MEMORANDUM

Dated Aizawl, the 2nd December, 2019

pSubject : Instructions regarding unauthorised communication of official Information

Attention is invited to this Department's Circular No.GAD.223/80/Pt dt. 20/5/1980 and Office Memorandum No. C.31015/4/2006-GAD/pt dt. 19.9.2017, wherein instructions on prohibition of divulging official information without permission and also handling of correspondence and office files by unauthorized personnel and outsiders are highlighted.

In spite of such instructions, it has come to the notice of the Government recently that official documents have been leaked without permission of the competent authority and the same are circulated through social media. The matter is viewed seriously by the Government. All Administrative Heads and Heads of Departments are hereby informed to ensure that henceforth, no such incident takes place again in each of their offices. The following points may be noted by all concerned for strict compliance and failure to do so will be seriously viewed by the Government:-

1. That official information must be communicated in accordance with RTI, Act, 2005 and the rules made thereunder only. As stated in the proviso under Rule 11 of Central Civil Services (Conduct) Rules, 1964, no Government servant shall, except in accordance with any general or specific order of the government or in performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or any part thereof or classified information to any Government servant or any person to whom he is not authorized to communicate such document or classified information.
2. In the event of unauthorized disclosure of important and confidential information of the Government by an official, an immediate inquiry should be conducted and a stern action shall be taken against the culprit by the competent authority.
3. Handling of correspondence and files should be done only by authorized persons. All Controlling Officers are hereby informed to make sure that this is followed in letter and in spirit.

The contents of this OM may be brought to the notice of all subordinate offices for information and strict compliance.

Sd/- LALNUNMAWIA CHUAUNGO

Chief Secretary to the Govt. of Mizoram

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Copy to:-

1. Secretary to Governor, Mizoram
2. P.S to Chief Minister, Mizoram
3. P.S to all Ministers/Speaker/Deputy Speaker/Minister of State
4. P.S to Vice- Chairman, State Planning Board, Mizoram
5. Sr. P.P.S to Chief Secretary, Government of Mizoram
6. All Principal Secretaries/Commissioner & Secretaries/Secretaries / Special Secretaries
7. All Administrative Departments, Government of Mizoram
8. All Heads of Departments, Government of Mizoram
9. Secretary, MPSC/MIC/SEC/Lokayukta
10. All Deputy Commissioners, Government of Mizoram
11. Guard File


(MARGARET LALRINAWMI FANAI)

Under Secretary to the Government of Mizoram
General Administration Department