GOVERNMENT OF KERALA
Abstract

Information Technology Department - Guidelines for e-mail use and management for Government of Kerala - Approved - Orders issued.

INFORMATION TECHNOLOGY (B) DEPARTMENT

G.O.(Rt)No.233/2008/ITD.   Dated, Thiruvananthapuram, 30.10.2008.

Read:- 1) Office Memorandum No.24013/1/03-O & M dated 12.10.2007 issued by Ministry of Personnel, Public Grievances & Pensions, Department of Administrative Reforms & Public Grievances, Government of India.
   2) GO(Rt)No.14/08/ITD dated 16.1.2008.
   3) GO(Rt0No.45/08/ITD 26.2.2008.

ORDER

As per Office Memorandum read as I[st] paper above, Government of India have issued E-mail Management Guidelines to apply effective records management practices.

   i.   To create, use and manage e-mail messages.
   ii.   To identify e-mail messages as departmental records when required.
   iii.   To identify the e-mail messages fit for destruction.

E-mail is efficient, inexpensive and speedy way to exchange communication. It is extremely easy to use and no formal training is required for its use. The use of e-mail has increased tremendously within the Government. Considering its implications on reduction of costs, speed of communications, ability to disseminate communications without additional effort and such other advantages Government felt it desirable that the use of e-mail have to be increased within the Government.

Considering the advantages of use of e-mail and the legal obligations associated with it, it is imperative that we should have a clear cut policies and rules regarding managing e-mails in the State Government. The process of setting up of new e-mail server for Government of Kerala is in progress and the e-mail server will make it possible to enforce e-mail management system for Government employees.

Accordingly based on the e-mail management guidelines developed by Government of India, a set of guidelines relevant for our State have been developed. These guidelines were considered by the Technical Committee Constituted for the purpose as per the GOs read above, and the suggestions

made by the committee have been considered and in corporated in the guidelines.

Government have examined the draft guidelines and are pleased to adopt the same for e-mail management in the State, as annexed to this GO.

These guidelines will come into effect along with the operationalisation of the new e-mail server system. The Secretaries, Heads of Departments will circulate the guidelines to all employees.

(BY ORDER OF THE GOVERNOR)

DR. AJAY KUMAR
SECRETARY TO GOVERNMENT

To

All Departments in the Secretariat.
All Heads of Departments.
The Director, KSITM with request to put the GO on ITD & KSITM website.
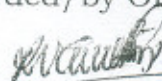The Managing Director, KELTRON.
The Registrar, C-DIT.
The Director, C-DAC.
State Informatics Officer, NIC, Thiruvananthapuram.
The Stock file/Office Copy.

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Section Officer