Government of Nagaland
Home Department
(Secretariat Administration Branch)

OFFICE MEMORANDUM

NO.SAB-29/1/84(PT) Dated, Kohima, the 5th Sept. 1986

Sub:- Security of official information and documents.

Of late, it has come to the notice of the Government that copies of the notes orders on case receded on official files are made available to official and non-officials who were interested in such cases. It has also become a practice to carry files by interested persons from officer to officer or from Branch to Branch. Outsiders are also getting easy access to the Branches of Department to collect information to various types.

2. According to para 118 of the Manual of Office Procedure, Nagaland Secretariat, entry to Secretariat buildings is controlled by the issue of permanent and temporary passes. Members of the public are not allowed to visit the Departments and members of staff. If they have any business pending in a Department they may call on the Branch officer or other Departments or Branches on official Government servants visiting other Departments or branches on official business should only see the Superintendent. For any personal visit, the member of the staff should go outside the Department to meet the visitor with the permission of the superintendent.

3. Under the Nagaland Government Services (Conduct) Rules, 1968 a Government servant should not, unless empowered by a competent authority, communicate to another Government servant or to a non-official person or the press, any document or information which has come into his possession in the course of his public duties. Under the provisions of the Indian Officials Secret. Act. 1923, it is a criminal offence (a) to possess or communicate without proper authority such information or document (b) to receive any such information or document, with the knowledge or with reasonable ground for the belief that is communicated in contravention of the orders and (c) to attempt to commit or abet the commission of an offence as aforesaid. In other words, it should be clearly understood that all communications received in a Departments, as well as the papers connected with it are to be regarded as confidential so far as the public and government employees, other than those who are required to handle them in the course of their duties, are concerned and Government servants are prohibited from communicating or making any reference, direct or indirect, to any information required by them in the source of their official duties to anyone unless its communication is authorised by a competent authority.

4. If the above instructions are strictly followed by the officers and staff of the Nagaland Secretariat and entry to Secretariat buildings is controlled by the security staff posted at the check gate, there should not be any occasion of unauthorised communication of official information or handing of office files and papers by unauthorised persons. All concerned are, therefore, requested to adhere to the instructions contained in paras 2 & 3 above strictly. Any laxities or lapses on the part of an official will be dealt with suitably according to rules in force. This may be noted carefully by all concerned.

5. The receipt of this office Memo may kindly be acknowledged.

Sd/- LALHUMA
Secretary to the Govt. of Nagaland.