

SECURITY OF OFFICIAL INFORMATION AND DOCUMENTS

46.1 **Unauthorised communication of official information :**

Unless authorised by general or specific orders, no official will communicate to another official or a non-official, any information or document which has come into his possession in the course of his official duties.

46.2 **Treatment of classified papers :**

The provisions contained in this manual apply primarily to unclassified papers. In handling classified papers, the official concerned will have to exercise special care and follow the provisions of "Departmental Security Instructions" issued by the Ministry of Home Affairs. Since, according to these instructions, classified papers (other than confidential) are expected to be handled either by officers themselves or in sanction/designated as secret or top secret, it is essential that in Sections not so designated:

- (a) A separate set of registers and other records (e.g. dak register, section diary, file register, file movement register, precedent book, index slips, various arrears and disposal statements) is maintained for such papers by Section Officer/OS/himself;
- (b) The recording of such files and their review is also undertaken by him personally keeping in view the Departmental Security Instructions.

46.3 **Confidential character of notes :**

- (i) The notes portion of a file referred by a department to another will be treated as confidential and will not be referred to any authority outside the secretariat and attached offices without the general or specific consent of the department to which the file belongs.
- (ii) Where the general consent has been obtained under sub-para (i) above, such consent will not be construed to apply to classified files or to files in which the officer to whom the file is supposed to be referred or shown, is personally affected or in which his official conduct is under consideration.

46.4 **Communication of information to the press :**

- (i) Official information to the press and other news media, i.e. radio and television, will normally be communicated by Government Departments through the Press Information Bureau. In CBI, the DPIO performs this duty.

- (ii) Only Ministers, Secretaries and other Officers specially authorised in this behalf may give information or be accessible to the representatives of the press. Any other official, if approached by a representative of the press, will direct him to the Press Information Bureau.
- (iii) Whenever it is proposed to release an official information to the press, or to hold a press conference or Press briefing, or to give publicity to an official report, resolution or any other publication, the department concerned will consult the accredited information officer in advance.
- (iv) Detailed procedure in respect of matters mentioned in this para, as laid down by the Ministry of Information and Broadcasting, should be followed.

46.5

Use of restrictive classification for printed reports etc:

- (i) The restrictive classification "For official use only" will not be assigned to any printed report, pamphlet or compilation unless it contains information which it would not be desirable in the public interest to disclose. In doubtful cases, the test that may be usefully applied is whether the publication, whose circulation it is proposed to restrict to official use only, is such that the minister would be justified in refusing to lay it before the Parliament.
- (ii) No official publication will be marked "For official use only" except with the prior approval of the Branch Officer, who will obtain the orders of the Secretary or Minister, in doubtful cases.

Filename: Chapter_46.doc
Directory: C:\!Office_BLJ\ManualAdmin
Template: C:\Documents and Settings\raul\Application
Data\Microsoft\Templates\Normal.dot
Title: Chapter 46
Subject:
Author: raul
Keywords:
Comments:
Creation Date: 9/5/2006 12:47:00 PM
Change Number: 2
Last Saved On: 9/5/2006 12:47:00 PM
Last Saved By: raul
Total Editing Time: 0 Minutes
Last Printed On: 9/5/2006 3:54:00 PM
As of Last Complete Printing
Number of Pages:2
Number of Words:563 (approx.)
Number of Characters: 3,213 (approx.)