



**SUSHIL CHANDRA**

Chairman, CBDT &  
Special Secretary to the Government of India

भारत सरकार  
**GOVERNMENT OF INDIA**  
( वित्त मंत्रालय/ राजस्व विभाग )  
Ministry of Finance/Department of Revenue  
केन्द्रीय प्रत्यक्ष कर बोर्ड  
Central Board of Direct Taxes  
नार्थ ब्लॉक, नई दिल्ली-110001  
North Block, New Delhi-110001  
**E-mail : chairmancbdt@nic.in**  
**Tele : 23092648 & Telefax : 23092544**

FTS-300318193/2016

Date : 23<sup>rd</sup> December, 2016

Dear Principal Chief Commissioner/Principal Director General,

**Sub: Discussion on Official Matters in Social Media-reg.**

It has been noticed that some officers of the Department are frequently discussing official decisions, including minutes of in-camera meetings on social media platforms like Whatsapp, Twitter Facebook and others. Such discussion / circulation of official material without authorization of the Competent Authority is to be avoided.

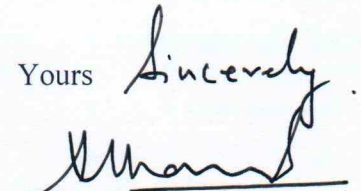
The proviso to Rule 11 of the Central Civil Services Conduct Rules, 1964, specifically states that:

*“Provided that no Government servant shall, except in accordance with any general or special 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 other person to whom he is not authorized to communicate, such document or classified information.”*

It is re-iterated that specific officers are authorized for posting information on these social media platforms on behalf of the Income Tax Department. Unauthorised / unofficial circulation of minutes of meetings, official discussions of any kind on social media must be avoided at all costs.

The above may please be brought to the notice of all officers in your respective charge.

With best wishes,

Yours Sincerely  
  
(Sushil Chandra)

**All Principal Chief Commissioners of Income Tax**

**All Principal Directors General of Income Tax**