No.F.35-05/2026-Estt.I

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NEW DELHI

Ansari Nagar, New Delhi
Dated the :03.11.2026

OFFICE MEMORANDUM

Subject: Strict prohibition on unauthorized sharing/circulation of confidential administrative and personal information.

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It has been came to notice with serious concern that confidential administrative information, including personal information relating to officers/officials, as well as documents/files available on the e-Office system, are being accessed, shared or circulated without due authorization. Instances have also come to notice where extracts, screenshots or copies of official records have been circulated through WhatsApp groups and other informal communication channels.

Such practices constitute a serious breach of administrative confidentiality, information security and official discipline. Access to information in an official capacity does not, by itself, confer any authority to share, reproduce, forward or circulate such information beyond the purpose for which access has been provided.

In order to ensure proper protection and handling of confidential official information, all Senior Administrative Officers/Administrative Officers/Assistant Administrative Officers and officials working under their administrative control are hereby directed to ensure strict compliance with the following:

i. Official information shall be shared strictly on a need-to-know basis and only through the prescribed administrative hierarchy and authorized official channels.

ii. No confidential, sensitive, personal or administrative information obtained from e-Office files, official correspondence, noting sheets, personnel records, committee proceedings, disciplinary/vigilance matters or any other official source shall be shared with any unauthorized person.

iii. Screenshots, photographs, extracts or copies of e-files or official documents shall not be circulated through WhatsApp groups, personal messaging applications, personal e-mail accounts or any other unofficial platform.

iv. Information shall not be shared across sections, departments or groups except where such sharing is required in the discharge of official duties and is duly authorized.

v. Senior Administrative Officers/Administrative Officers/Assistant Administrative Officers shall ensure that all officials working under their administrative control are appropriately sensitized regarding confidentiality, data protection and proper handling of official records.

vi. Any request for information outside the normal course of official communication shall be referred to the appropriate supervisory/competent authority rather than being responded to informally.

In the event any instance of unauthorized access, disclosure, reproduction, forwarding or circulation of confidential/official information comes to notice, responsibility for the same shall be fixed upon the officer/official concerned. The officer/official concerned shall be liable to furnish an explanation for such unauthorized/impermissible act, and strict administrative/disciplinary action shall be taken under the applicable rules, wherever the violation is established.

It is further emphasized that officers supervising the concerned establishment/section shall also exercise due care and ensure that confidential official information is handled strictly in accordance with these instructions. Any lapse in supervision, wherever established, shall also be viewed seriously.

All Senior Administrative Officers/Administrative Officers/Assistant Administrative Officers are directed to bring these instructions to the notice of all officials working under their administrative control and ensure strict compliance.

This may be treated as a standing instruction.

This is issued with the approval of the Director, AIIMS, New Delhi.

3/11/26

(Anshul Mishra)
Addl. Director (Administration)

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