

GOVERNMENT OF ASSAM
PANCHAYAT & RURAL DEVELOPMENT DEPARTMENT
DISPUR:::GUWAHATI- 06
www.pnrd.assam.gov.in

Dated Dispur, the 30th May, 2017

NOTIFICATION

PDA.79/2017/6 : In pursuance of D.O. No. J-11011/4/2016-Media; dated 6th February, 2017 from the Secretary, Panchayati Raj, Govt. of India regarding opening of an official Facebook account and twitter handle, for building seamless network of policy makers, local governance practitioners and other stakeholders the following modalities for formation / operation of official Facebook account, Twitter handle and Whatsapp groups of P&RD Department are notified for compliance by all concerned, until further order.

Social media may be utilized as a strong platform for active participation of public, policy makers, local governance practitioners and other stake holders to bring about effective functioning of the P&RD Department. However, while doing so, there is necessity to put in place certain guidelines / code of conduct for the officials of the department so that such guidelines are followed at all levels while using and operating the Facebook account, Twitter handle and Whatsapp groups created for the department.

I. Guidelines and Code of conduct for officials of the P&RD Department for using Facebook account and Twitter handle :

1. There would be only one Facebook account and Twitter handle for the department.
2. The same will be opened and operated by the Commissionerate of P&RD.
3. The Group Monitoring Officer designated for Whatsapp group will also remain responsible for the Facebook page and the Twitter handle of P&RD Department.
4. This Facebook account and Twitter handle would be created exclusively for official purpose and for active participation of citizens and other stake holders for obtaining direct feedbacks on functioning of the department at all level.
5. All officials of P&RD Department are not to post any personal messages , photographs and other posts meant for entertainment / greeting messages in the Facebook page and the Twitter handle.
6. No member should violate the provision laid down in Section- 66 (A) of the Information Technology ACT, 2008 or any other relevant law that may come into force from time to time.
7. In addition to upholding this code of conduct, all officials of P&RD Department are responsible for adhering to all subsequent instructions that may be issued by competent authority from time to time.
8. Competent departmental authority reserves the right to make modifications on the group rules group policy, and disclaimer, anytime without notice, for effective management and moderation of group activities.

II. Guidelines and Code of conduct for members of the “Whatsapp Group” :

1. This group should be created exclusively for official communications. Only important official communication / instruction should be posted.
2. No photograph should be uploaded unless asked for by the authority.
3. No personal messages , photographs and other posts meant for entertainment / greeting messages shall be uploaded in the Whatsapp Groups.
4. Group Administrators and the competent authorities reserve the right to remove posts that advocate or encourage expressions of violence, bigotry, racism, hatred. Group Admin may remove postings that are deemed inappropriate, offensive. The Group Admin may also eject or ban any user from their area who behaves in a manner deemed inappropriate, offensive or who violates guidelines / Code of Conduct.
5. The Whatsapp group cannot be used to publish, post, distribute, or disseminate defamatory, infringing, obscene, or other unlawful material or information.

6. The Group members cannot use the group for the purpose of linking to external sites that violate this Code of Conduct.
7. In addition to upholding this code of conduct, all members are responsible for adhering to all subsequent instructions that may be issued by competent authority from time to time.
8. Group members are required not to make defamatory statements, personal attacks in the group in any manner and not to infringe or authorize any infringement of copyright or any other legal right by any communications made in the group. The Group will not accept any liability in respect of such communication, breach of confidentiality, copy right violation, violation of intellectual property rights and for any damages or any other liability arising.
9. The information, discussion, comments and contents of whatsapp Group are purely for informational and networking purposes only and are not a complete reference resource.
10. The discussions posted in the official whatsapp Groups should not be forwarded to other private whatsapp accounts, LinkedIn, Facebook, Google Groups, Twitter, Blog, yahoo groups etc.
11. Group Administrators reserve the right to admission to anyone and remove any member from any Group without any further notification.
12. Competent departmental authority reserves the right to make modifications on the group rules group policy, and disclaimer, anytime without notice, for effective management and moderation of group activities.
13. No member of the group will exit the official group at his / her own will unless transferred out of the department.
14. If any officer, who is a member of the Whatsapp group, is transferred, will exit the group only after ensuring that the Group Administrator adds his / her successor to the group with an introduction for information of all members of the group.
15. No members should violate the provision laid down in Section- 66 (A) of the Information Technology ACT, 2008 or any other relevant laws that may come into force from time to time.

III. Standardized structure of the official Whatsapp Groups :

A. Core Group Pattern : Rural Assam

Sl.	Officers	Role in the Group
1	Addl. CS, P&RD	Member
2	Commissioner, P&RD	Group Admin
3	SMD, ASRLMS	Member
4	Director, SIPRD	Member
5	All Deputy Commissioners	Member
6	All CEO, ZPs / PD, DRDAs	Member

B. State level Pattern : P&RD Department, Assam

Sl.	Officers	Role in the Group
1	Hon'ble Minister, P&RD	Member
2	Addl. CS, P&RD	Member
3	Commissioner, P&RD	Member
4	Commissioner & Secy, P&RD	Member
5	All Secretary, P&RD	Member & Group Admin
6	Addl. Secretary, P&RD	Member
7	All Joint Secretaries, P&RD	Member
8	All Deputy Secretaries, P&RD	Member
9	Under Secretary, P&RD	Member
10	SMD, ASRLMS	Member
11	Director, SIPRD	Member



C. **Directorate level Pattern :**

1. **CPRD, Assam :** **CPRD, ASSAM**

Sl.	Officers	Role in the Group
1	Commissioner, P&RD	Member
2	Addl. Commissioner, P&RD	Member & Group Admin
3	Joint Secretary / Deputy Secretary, P&RD (dealing with CPRD matters)	Member
4	All Joint Directors, O/o CPRD	Member
5	All Deputy Directors, O/o CPRD	Member
6	Research Officer, O/o CPRD	Member
7	State Project Managers	Member
8	Tech. Consultants	Member

2. **ASRLMS :** **Assam SRLMS**

Sl.	Officers	Role in the Group
1	State Mission Director	Member
2	Joint Secretary / Deputy Secretary, P&RD (dealing with ASRLMS matters)	Member
3	Addl. SMD	Member & Group Admin
4	All State Project Manager	Member
5	All District Project Manager	Member

3. **SIPRD, Assam :** **SIPRD, ASSAM**

Sl.	Officers	Role in the Group
1	Director, SIPRD	Member
2	Joint Secretary / Deputy Secretary, P&RD (dealing with SIPRD matters)	Member
3	Joint Director, SIPRD	Member
4	Deputy Director, SIPRD	Member & Group Admin
5	All Principal / Officer in-charge, ETC	Member

4. **District level Pattern :** **“District Name” P&RD**

Sl.	Officers	Role in the Group
1	Deputy Commissioner	Member
2	CEO, ZP	Member
3	PD, DRDA	Group Admin
4	Addl. CPRD	Member
5	Dist. Dev. Commissioner	Member
6	Dy. CEO, ZP	Member
7	Executive Engineer, DRDA	Member
8	All APOs	Member
9	MIS Manager, ZP/DRDA	Member
10	All BDOs	Member

5. **Block level Pattern :** **“Block Name ” “Dist. Name” P&RD**

Sl.	Officers	Role in the Group
1	BDO	Group Admin
2	CEO, ZP	Member
3	PD, DRDA	Member
4	All Extension Officers	Member
5	All Junior Engineers	Member
6	All GP Secretaries	Member



IV. Proposed system of monitoring of all official Whatsapp Group of P&RD Department :

With the formation of the official Whatsapp groups there would be requirement of a monitoring system to ensure sustainability of the introduced system. Therefore, suggestion is made that wherever senior officers are Group Admins of a group another member may be designated by the Group Admin as the Group Monitoring Officer, who will monitor to ensure that the Whatsapp Groups with specified members are formed and maintained.

The prime responsibility of the designated Group Monitoring Officer would be :-

1. To sensitize all concerned and facilitate formation of the groups within a stipulated time frame.
2. To actively monitor formation / continuous maintenance of the groups as per guidelines.
3. The official will also keep track that if any officer, who is a member of the Whatsapp group, is transferred, is deleted from the group (if he/she does not exit) ensuring that the Group Administrator adds the successor to the group.
4. The Group Monitoring Officer will also be responsible to monitor functioning of the groups in strict compliance of the guidelines mentioned above.

These guidelines will come into force with immediate effect and all other official Whatsapp groups existing till date at all levels will henceforth be dissolved.

Sd/-

(M.G.V.K. Bhanu, IAS)

Additional Chief Secretary to the Govt. of Assam
Panchayat & Rural Development Department
Dated Dispur, the 30th May/2017.

Memo No.: PDA.79/2017/6 - A

Copy to :

1. The Secretary, Panchayati Raj, Govt. of India, for kind information.
2. The S.O. to the Chief Secretary, Assam for kind appraisal.
3. The Commissioner, P&RD / SMD,ASRLMS/ Director, SIPRD, for information and urgent necessary action.
4. P. S. to the Hon'ble Minister P&RD Department, Dispur for kind appraisal of Hon'ble Minister .
5. P. S. to Addl. Chief Secretary to the Govt. Of Assam, P&RD Department, Dispur for kind appraisal of Addl. Chief Secretary.
6. P. S. to Commissioner & Secretary to the Govt. Of Assam, P&RD Department, Dispur for kind appraisal of Commissioner & Secretary.
7. P. A. to Secretary to the Govt. Of Assam, P&RD Department, Dispur for kind appraisal of Secretary.
8. All Joint Secretary/Deputy Secretary, P&RD Department, Dispur for information and necessary action.
9. Office file / Departmental Website.

By order etc.

Joint Secretary to the Govt. of Assam
Panchayat & Rural Development Department