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NI-04/0027/Sec Class

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To all concerned

## DISSEMINATION OF ESSENTIAL INFORMATION THROUGH SOCIAL MEDIA AND OTHER *IN* ONLINE PLATFORMS

1.     Refer to IHQ MoD(N) letter of even number dated 27 Oct 22.

2.     It is felt that effective use of Social Media Platforms (SMPs) can provide *IN* the necessary means to disseminate documents or messages of a generic nature to a wider audience (including veterans and families of serving personnel), in the shortest time, without compromising security of information.

3.     IHQ MoD(N) letter ibid promulgates the procedure for leveraging SMPs and other *IN* online platforms for faster dissemination of 'publicly releasable' documents to personnel of the *IN* including veterans and family members. The information in the letter is paraphrased in the succeeding paragraphs for wide dissemination.

### Procedure

4.     **General**.   All originators of naval correspondences with unclassified information and of a sufficiently generic nature with no bearing on national/ naval security or interests may propose the use of SMPs or other online platforms for dissemination of information. The documents that would merit such dissemination could be general messages and letters.

5.     **General Messages**.   General messages that merit circulation through SMPs and other *IN* online platforms are to be suitably reworded/ paraphrased into an unclassified document. General messages that are not to be disseminated to the public will continue to be prefixed with *FOR INTRA IN USE ONLY*.

6.     **Policy Letters**.   Policy letters, the whole or its part, in unclassified form, can be considered for public release.

7. **Marking**. The naval correspondences (including messages and letters), which are cleared for public release through SMPs are marked clearly with the notation "**FOR PUBLIC RELEASE**" in the header and footer of each page of the document.

8. **Guidelines for use of SMPs for Dissemination**. Guidelines for selection of platform for dissemination are as follows:-

(a) Banned/ Prohibited websites/ SMPs are not to be used or proposed for dissemination.

(b) Selection of SMPs should be based on the intended audience, content and urgency.

(c) SMPs (like WhatsApp) are suitable for quick and wide circulation of required information.

(d) For information of standing nature and those affecting a larger audience, the document may be considered for uploading on IN website.

9. **Uploading onto IN Website and SMPs**. Only an uneditable copy is to be uploaded on SMPs. The responsibility for uploading on IN Website/ SMPs would be as follows:-

(a) IN Website/ SMPs – IHQ MoD (N)/ MFIC.

(b) Other official SMPs (such as those operated by Commands) – Respective authorised personnel.

10. **Guidelines for Personnel Disseminating/ Sharing Information**.

(a) Personnel are to continue to be guided by extant GoI/ IN rules and regulations wrt use of Internet and SMPs.

(b) While sharing, it should be ensured that only authentic documents available on IN official website/ SMPs are shared.

(c) The documents available on IN official website or SMPs can be downloaded and shared.

11. **Storage**. Documents with the abovementioned mark/ stamp, '**FOR PUBLIC RELEASE**' can be stored in hard/ digital copy in person and on personal devices.

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12. This letter facilitates the use of SMPs and other online platforms for speedy and wide dissemination of information. However, it is not intended to relax any of the existing policies wrt Information Security (INFOSEC). Abundant caution is to be exercised by originators while proposing documents for public release and by users while sharing to prevent its misuse/ violation of extant policies.

13. The contents of the letter may be given wide publicity.

Sd x x x
Authorised Signatory

Internal:-

MPIC- For uploading on *IN* website