



No. UHF/Regr/GA/5-125/2020/-4065766

Dated: 19/3/2020

### NOTIFICATION

On the recommendations of the committee constituted, vide this office order No. UHF/Regr/GA/5-125/2020/-36724-31 dated 15/02/2020, to frame the general guidelines/Model Code of Conduct for handling of social media by the employees of this University, the Hon'ble Vice Chancellor, Dr. Yashwant Singh Parmar University of Horticulture and Forestry, Nauni (Solan) is pleased to approve the following guidelines so as to prevent wrongful communication of official information at the University level:

1. That no employees shall communicate directly (through the various Social Media Channels such as Facebook/WhatsApp/Instagram/Twitter/YouTube) any official document or information (text/pictures) to any other University employee or any other person to whom he/she is not authorized to communicate such document or information.
2. That the Group Admin of any official WhatsApp group created to facilitate execution of official work/event/assignment must seek prior approval of the competent authority and will be accountable for the authenticity of information shared.
3. That all the members of the official WhatsApp group must ensure that the information communicated conforms to the official decorum and the purpose for which the group is created.
4. That it is the sole responsibility of the members of any such official Social Media Group to ensure that confidentiality of official matter is maintained at all levels and times.
5. That use of public social media portals such as Facebook should be completely avoided for official communication unless the same is approved by the competent authority and is in the larger interest of the University.
6. That any employee should not post or upload any remarks/views which may be defamatory, indecent, abusive or derogatory to the University or its officials/employees in their official capacity.

In case of violation of these guidelines, stern action will be taken against the said employee/officer by the University Administration as per provisions contained in the Statutes, CCS (Conduct Rules) and CCA/CCS Rules, 1965.

  
Registrar

Endst. No. Even. 40657-66

Dated: 19/3/2020

Copy of the above is forwarded for information and necessary action to: -

1. All the Statutory Officers, UHF, Nauni (Solan).
2. The Dean, College of Horticulture & Forestry, Neri (Hamirpur).
3. The Dean, College of Horticulture and Centre of Excellence for Horticulture Research and Extension, Thuneg (Mandi).