



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, भुवनेश्वर  
NATIONAL INSTITUTE OF FASHION TECHNOLOGY  
BHUBANESWAR  
(स्थापना विभाग / Establishment Department)



No. 05 /2025

Date: 20.11.2025

परिपत्र / CIRCULAR

**Subject: Unauthorized Email Copy/CC mark to All Officers & Staff – Adherence to CCS (Conduct) Rules – Reg.**

It has been observed that several officials are marking/CCing or forwarding their emails to all Officers, Faculty, and Staff members of NIFT Bhubaneswar unnecessarily.

Such practices/misuses are not only contrary to established norms of official communication but also inconsistent with the standards of conduct expected from government servants under the Central Civil Services (Conduct) Rules, 1964, particularly:

- **Rule 3(1)(ii):** Every government servant shall maintain devotion to duty and integrity of conduct.
- **Rule 3(2)(i):** Government servants shall ensure the efficient and effective use of government resources.
- **Rule 20:** No Government servant shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests regarding matters pertaining to his service under the Government.

In view of the above, all officials are hereby directed to adhere to the following:-

- Emails Communications must be addressed only to the relevant person or to the Competent Authority based on the subject matter.
- Forwarding emails or marking/CCing all Officers, Faculty & Staff should be done only with prior approval of the Competent Authority.

Any instance of non-compliance will be viewed seriously and may invite disciplinary action under the CCS (Conduct) Rules.

All officers and staff are advised to ensure responsible and appropriate use of the official correspondence/email through proper channel in the discharge of their duties.

This is issued with the approval of Competent Authority.

  
20/11/2025

(डॉ. हरीश राजीव/ D. Harish Rajiv)

संयुक्त निदेशक /Joint Director

[No. 14306(1)/NIFT/BBSR/Estt./Grievance/Complain/2016]

Copy to:

1. All Officer/Faculty/Staff members of NIFT Bhubaneswar Campus
2. IT/ Web Master, NIFT Bhubaneswar : For upload in webpage
3. All Notice Board, NIFT Bhubaneswar
4. Circular File