

Government of Pakistan
Revenue Division
Federal Board of Revenue
(Directorate General of IT & DT)
(Inland Revenue)

F. No. 3(1-)/2025/SAtodG(IT&DT) /11264-R

Islamabad, 2nd February, 2026

All Members,
Chief Commissioners-IR,
Chief Collectors-Customs,
Director Generals-IR,
Director General-Customs,
Federal Board of Revenue.

Subject: - **Mandatory Use of Official Email Addresses for Official Correspondence and Data Security**

Please find enclosed herewith U.O. letter No. 2-1/2026-Admn, dated 30.01.2026, received from the Ministry of Information Technology & Telecommunication, Islamabad.

2. It is requested to ensure that the directives may be disseminated to all subordinate offices for implementation in letter and spirit without fail. Any lapse in security resulting from the use of non-official communication channels shall be the responsibility of the officer/entity concerned.

Encl: As above


(Haneen Saif)
SA to DG (IT & DT)

GOVERNMENT OF PAKISTAN
MINISTRY OF INFORMATION TECHNOLOGY & TELECOMMUNICATION
DIGITAL NATION PAKISTAN

Subject: MANDATORY USE OF OFFICIAL EMAIL ADDRESSES FOR OFFICIAL CORRESPONDENCE AND DATA SECURITY.

Kindly refer to the above cited subject.

2. It has been observed with concern that several government officials/entities continue to utilize non-official and personal email addresses (e.g., Gmail, Yahoo, Hotmail, etc.) for official communication and the exchange of official/ government documents. This practice poses a significant risk to data integrity, confidentiality, and national cyber security.

3. The National Telecommunication and Information Technology Security Board (NTISB), Cabinet Division, has repeatedly issued advisories regarding the vulnerabilities associated with using private mail servers for official / government communication. Personal email services are outside the government's secure infrastructure and are susceptible to unauthorized access, data breaches, and cyber-espionage.

4. In view of the above and to ensure the highest standards of information security, the following instructions are hereby issued for strict compliance:

- **Exclusive Use of Official Emails:** All official correspondence, particularly the exchange of formal documents, reports, and memos, must be conducted exclusively through registered official government email addresses e.g (@[department].gov.pk).
- **Prohibition of Personal Accounts:** The use of personal/non-official email addresses for any form of official communication is strictly prohibited and must be discontinued immediately.
- **Adherence to NTISB Guidelines:** All entities are directed to revisit and implement the security protocols outlined in the advisories issued from time to time by the NTISB, Cabinet Division, in true letter and spirit.

5. **All Administrative Secretaries and Head of Departments** are requested to ensure that these directives are disseminated to all subordinate offices and staff for forthwith compliance. Any lapse in security resulting from the use of non-official communication channels will be the responsibility of the concerned officer/entity.


(Izaz Ul Haq Shah)
Deputy Secretary (Admin)

1. All Federal Secretaries.
2. Joint Secretary (Administration), PM office.
3. Joint Secretary (Administration) President Secretariat, Islamabad.
4. All Directors to Federal Ministers.

MoIT U.O No. 2-1/2026-Admn Islamabad, 30th January, 2026

Copy to: -

1. Director to Minister for MoITT, Islamabad.
2. PSO to Secretary, MoITT, Islamabad.
3. PS to Member DET, MoITT, Islamabad.