



**GOVERNMENT OF JAMMU AND KASHMIR  
GENERAL ADMINISTRATION DEPARTMENT**

(IT Initiatives Section)  
Civil Secretariat, J&K

**Subject:- Ensuring adoption of cyber security practices, immediate disabling of USB/pen drives on all devices and use of GOV Drive.**

**Reference:-** U.O. file No. IT-Gen/317/2025 [7673573] dated 15.08.2025, of Information Technology Department.

**Circular No. 16-JK(GAD) of 2025**

**Dated: 25.08.2025**

To enhance the cyber security posture of the Union Territory of Jammu & Kashmir, protect sensitive government information, and minimize the risks of data breaches, malware infections, and unauthorized access, it has been decided to prohibit the use of **Pen drives** on official devices across all Administrative Government Departments in Civil Secretariat Jammu and Srinagar, Deputy Commissioner Offices in all districts.

In exceptional cases where operational needs justify their use, controlled whitelisting may be permitted for up to 2–3 Pen Drives per Department, upon formal request routed through the respective Administrative head to the State Informatics Officer (SIO), National Informatics Centre. After approval Pen Drive must be physically submitted to the respective NIC Cell for reconfiguration, authorization, and ownership registration prior to use.

As a secure alternative, Departments are strongly encouraged to adopt (<https://govdrive.gov.in>) GovDrive—a cloud-based, multi-tenant platform offering every Government official 50 GB of secure storage with centralized access and synchronization across devices, details of which are provided in **Annexures I & II** along with the user manual.

The use of public messaging platforms such as WhatsApp or unsecured online services like iLovePDF for processing, sharing, or storing official or confidential materials is strictly prohibited to uphold data sovereignty and prevent security breaches. All sensitive technical information, including ICT architecture diagrams, system configurations, vulnerability assessments, IP addressing schemes, and strategic technology plans, must be classified as confidential and handled exclusively through approved secure channels in accordance with Information Security Best Practices by MHA, CERT-In directives, and departmental data classification policies.

Failure, to adhere to these instructions shall be viewed seriously and may invite disciplinary action under relevant rules governing official conduct, IT usage and administrative responsibility. These directions are issued with the approval of the competent authority and shall come into immediate effect. All Departments are advised to accord top priority to the implementation of these guidelines in the interest of the secure and safe e-Governance.

Sd/-

**(M. Raju) IAS**


**Commissioner/Secretary to the Government**

No. GAD-IT/43/2025-09- GAD

Dated: 25.08.2025

Copy to the:-

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2. Director General of Police, J&K.
3. All Principal Secretaries to the Government.
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5. All Commissioner/Secretaries to the Government.
6. Chief Electoral Officer, J&K.
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8. Joint Secretary (JKL), Ministry of Home Affairs, Government of India.
9. Divisional Commissioner, Kashmir/Jammu.
10. Director, J&K Institute of Management, Public Administration & Rural Development.
11. All Deputy Commissioners.
12. Director Information, J&K.
13. Chairperson, J&K Special Tribunal.
14. All Heads of the Departments/Managing Directors.
15. Secretary, J&K Public Service Commission.
16. Director, Archives, Archaeology and Museums, J&K.
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(Nipun Tickoo) JKAS

**Under Secretary to the Government**



## **ANNEXURE I**

### **Step-by-step process to register on GovDrive**

**Step 1:** Registered account on Parichay i.e. mandatory for accessing GovDrive.

**Step 2:** Go to URL: <https://drive.gov.in>

**Step 3:** Click on the "Login" button given at the top-left corner of homepage.

*User will be redirected to Parichay Authentication Page.*

**Step 4:** Enter your existing Parichay login credentials in required fields and click the "Next" button to continue.

*User will be redirected to MFA page.*

**Step 5:** Choose any of the MFA options and click "Next" to continue.

*Post successful authentication, user will be redirected to the Registration Page.*

**Step 6:** Choose the "Register" button to continue.

*Now, the registration request has been sent successfully and will be approved within 24 hours.*

*User will be notified via mail.*

Post approval:

**Step 7:** User has to follow the same login procedure: Login > Parichay Login Credentials > MFA.


*Now post-successful Parichay authentication, user will be redirected to GovDrive user dashboard for using the dashboard of GOV drive and for data processing.*



**SOP for Usage of USB Storage Devices at Endpoints in Min(s)/Dept(s)**

- In every entity, only a particular set of USB drives will be white listed (Globally).
- White listing of minimum number of absolutely required USB Drive in a given entity.
- All other USB drives external to the given entity will be blocked (Globally).
- The global white listing will facilitate smooth internal exchange of information within an entity.
- White listing of any external/additional USB drive in an entity will be done only on request and authorization basis.
- It is advisable that before using USB to any Internet systems, it should be formatted with a trusted DATA wipe Software.
- Ensure the data copied to USB drive is backed up at another location in endpoint/desktop.
- Ensure that official USB drives are not connected to unofficial or non-compliant endpoints.
- Restraint from transferring executable/systems files using USB devices.
- Any data needed from any external Pen Drive will be first sanitized in a designated standalone system and copied to a whitelisted pen drive.

**Note:**

- 
1. All the USB drive intended to be whitelisted in the Min/Dept should be physically sent to NIC Cell to reconfigure and complete the process of authorization/ownership.
  2. USB Policy for Meeting Rooms:
    - All USB device are allowed on Standalone desktops/laptops (without any network connection at any time) used for Presentation.
    - No USB Devices are allowed on network connected desktops/laptops.



# <https://drive.gov.in>

## 50GB Free Storage

GovDrive is a cloud-based multi-tenant platform that offers the ease of sharing documents for Government officials. The service can be integrated with multiple Government applications to provide a centralized storage solution and enable collaboration amongst the Government officials. GovDrive also supports synchronization of documents uploaded across various devices.

GovDrive acts as a key component of the secure e-Governance framework. The service helps in achieving the following benefits:

- Ease the process of **document sharing**, inter and intra department.
- Ease the process of internal and external collaboration within the Government officials.
- Increase productivity of the employees.
- Enhance efficiency and accountability of the employees.

The service is a crucial step towards "**Green Governance**" as it reduces the use of paperwork.

### Salient Features of GovDrive

- GovDrive provides **50GB** of free storage space to the Government officials to store documents and/or folders securely and access them anytime from any device.
- The application enables collaboration amongst Government officials through documents/folder sharing facility which reduces the time consumed to communicate various documents, hence increases the productivity.
- **GovDrive** offers comprehensive search which eventually enables the Government officials to search documents/folder based on various attributes such as name, type, size, etc.
- This extensive storage application provides users with 2-way data replication for business continuity in case of system failure due to natural events/ disasters like floods, earthquakes, tsunamis etc.
- Using its Easy Restore feature, Government officials can easily restore file(s) or folder(s) unless they weren't permanently deleted from the recycle bin.

## **What are the Key Benefits of GovDrive?**

Following are some of the key benefits of using GovDrive:

1. Seamless collaboration
2. Comprehensive Search
3. AI/ML driven Analytics
4. Secure access with two-step multi-factor authentication

## **How can I use GovDrive?**

Anyone having a registered account on Parichay can access GovDrive. The service is available for government employees to reduce their hassles and efforts while sharing or storing the sensitive files

## **GovDrive Help Desk ?**

User can get in touch using the mail:

- [support\[hyphen\]govdrive\[at\]gov\[dot\]in](mailto:support[hyphen]govdrive[at]gov[dot]in) or
- [support\[hyphen\]govdrive\[at\]nic\[dot\]in](mailto:support[hyphen]govdrive[at]nic[dot]in) or
- [servicedesk\[at\]nic\[dot\]in](mailto:servicedesk[at]nic[dot]in) or
- Toll free number: [1800-111-555](tel:1800-111-555)

\*\*\*\* AKS \*\*\*\*



Storage as a Service for the Government of India

# User Manual

(End-User)

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## Introduction

This manual contains a stepwise procedure of understanding how to register/login govDrive using the government SSO platform Parichay.

## How to Register/Login on GovDrive

Following is the step-by-step process to register on GovDrive:

Step 1: Go to URL: <https://drive.gov.in>

Step 2: Click on the “Login” button given at the top-left corner of homepage.



Fig. 1

>>User will be redirected to Parichay Authentication Page.

Step 3: Enter your existing Parichay login credentials in required fields and click the “Next” button to continue.

The screenshot shows the Parichay login interface. The left panel is blue and features the Parichay logo with the tagline 'Single, Simplified, Safe'. Below the logo, it prompts the user to 'Please enter details to proceed'. There are two input fields: an email field with 'xyz@nic.in' and a password field with masked characters. A red dashed box encloses both fields and the 'Next' button below them. A red arrow points to the 'Next' button. Below the 'Next' button is a 'Forgot Password' link. The footer of the left panel mentions the Ministry of Electronics & Information Technology, Government of India, and the NIC logo. The right panel is white and contains a banner with Prime Minister Modi and the slogan 'Sabka Saath, Sabka Vikas, Sabka Vishwas, Sabka Prayas'. Below the banner is a 'Tip of the day' section with advice on password security. Further down are buttons for 'Parichay Authenticator' and 'Kavach', each with download links for Apple and Google Play. At the bottom of the right panel, there are links for 'Extend ID (Retired Officers)' and 'Update Mobile & Profile'.

Fig. 2

>>User will be redirected to MFA page.



Fig. 3

Step 4: Choose any of the MFA options and click “Next” to continue.



Fig. 4

>> Post successful authentication, user will be redirected to the Registration Page.

Step 4: Choose the “Register” button to continue.

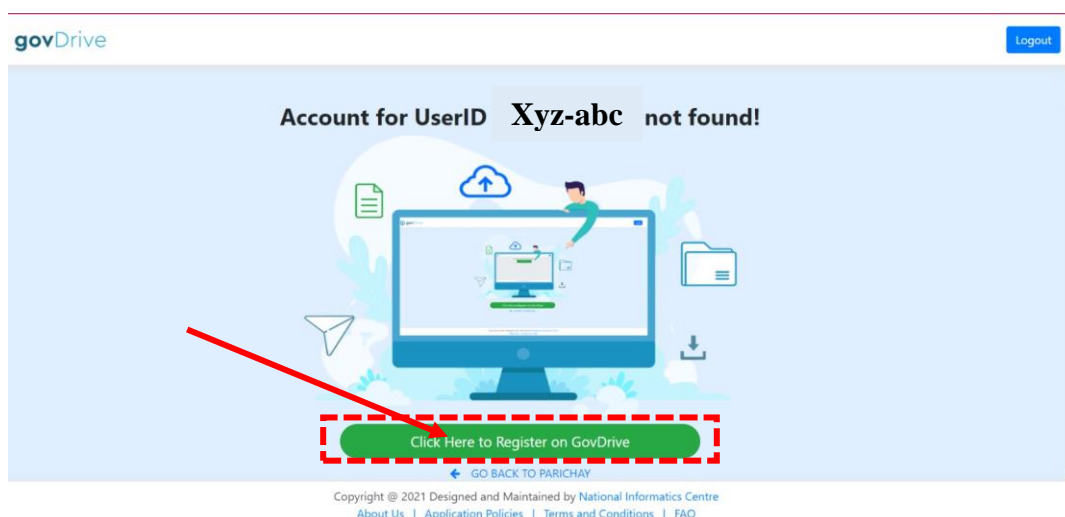


Fig. 5

Now, the registration request has been sent successfully and will be approved within 24 hours.

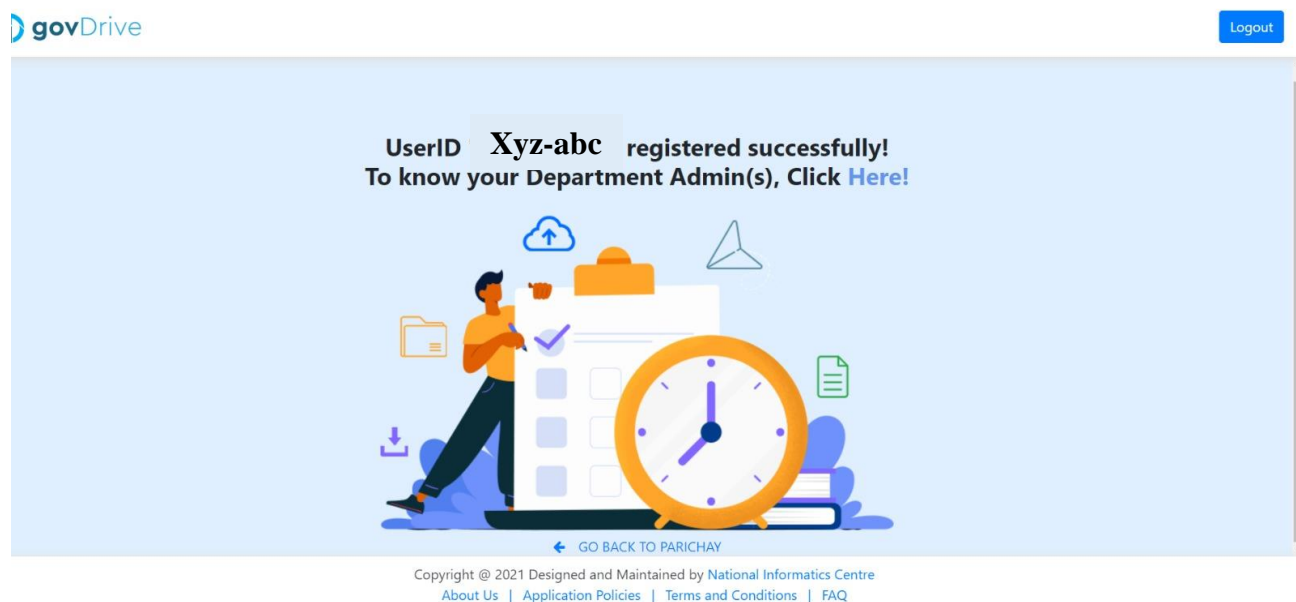


Fig. 6

User will be notified via mail.

#### **Post approval:**

Step 5: User has to follow the same login procedure: **Login > Parichay Login Credentials > MFA**

>>Now post-successful Parichay authentication, user will be redirected to GovDrive user dashboard.



# Dashboard Functionalities

Following are the various dashboard functionalities which make GovDrive a stand out and intuitive platform:

## 1. Create New

By clicking the “Create New” button, users can view and use the Create New+, Upload Folder, and Upload File options. (Fig. 7)

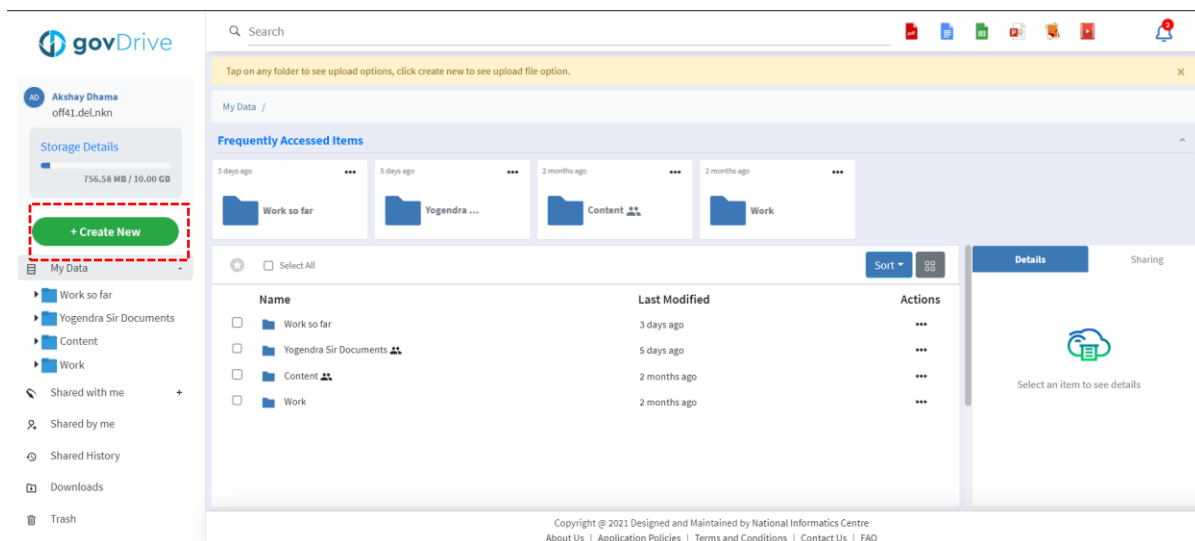


Fig. 7

### 1.1 Create New +

Users can create a new folder by following the process given-below:

Step 1: Click the **Create New** button.

Step 2: Choose “Create New+” option. (Fig. 8)

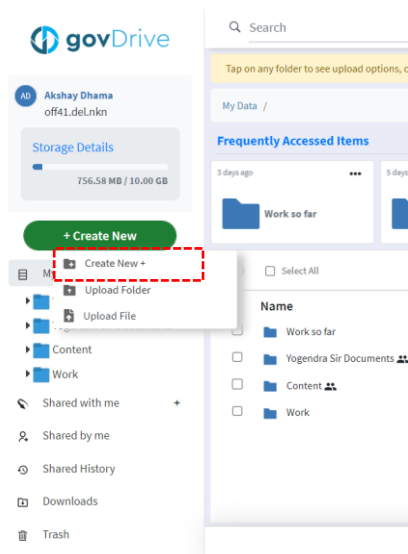


Fig. 8

Step 3: Enter the Folder Name and click the “Create Now” button to continue. (Fig. 9)

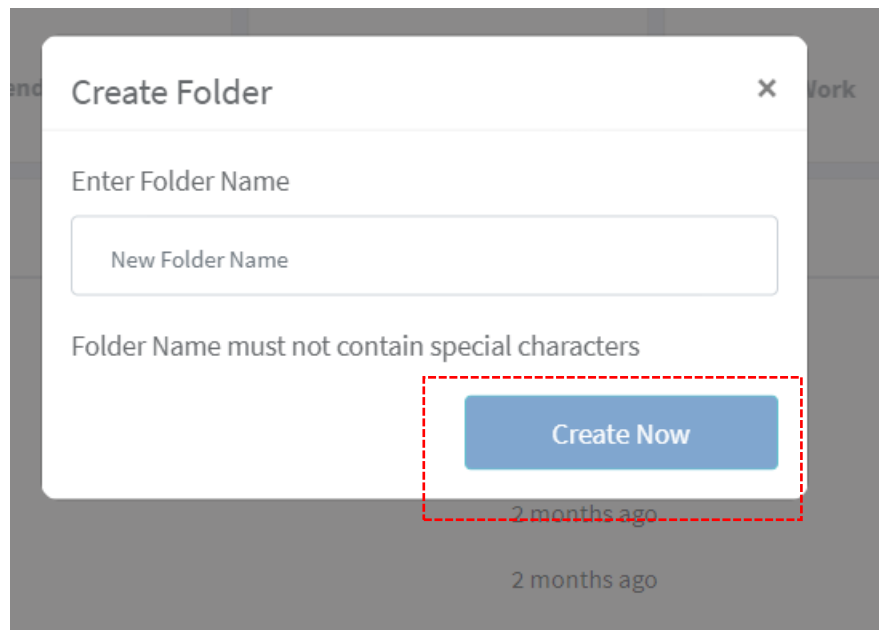


Fig. 9

Folder has been successfully created.

## 1.2 Upload Folder

Users can upload a folder by following the process given below:

Step 1: Click the **Create New** button.

Step 2: Choose “Upload Folder” option. (Fig. 10)

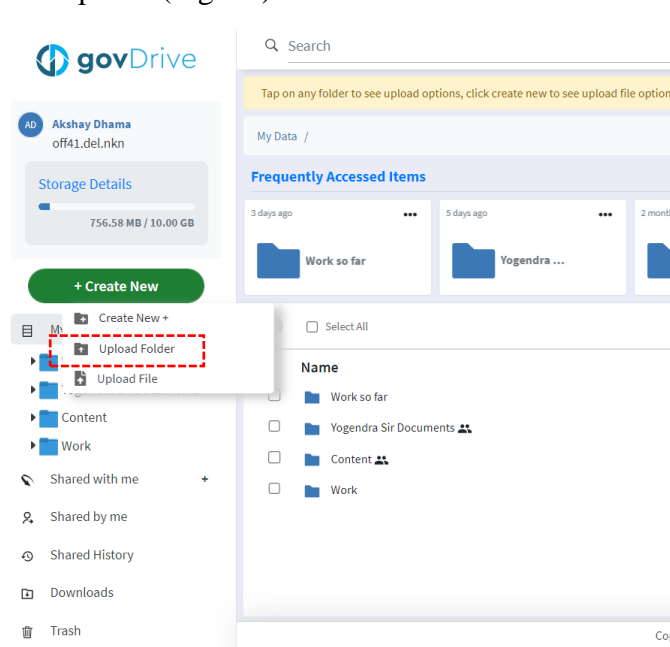


Fig. 10

Step 3: Now, click the “Browse” button to select the folder. (Fig. 11)

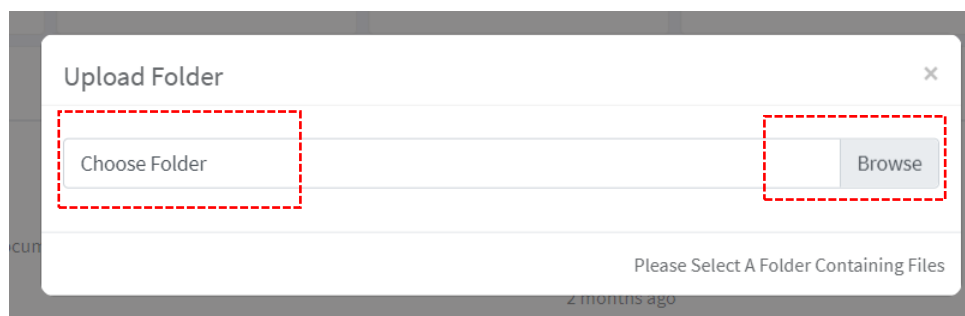


Fig. 11

>>Selection pane will appear on the screen

Step 4: Choose the folder from your desktop libraries and click the “upload” button to continue. (Fig. 12)

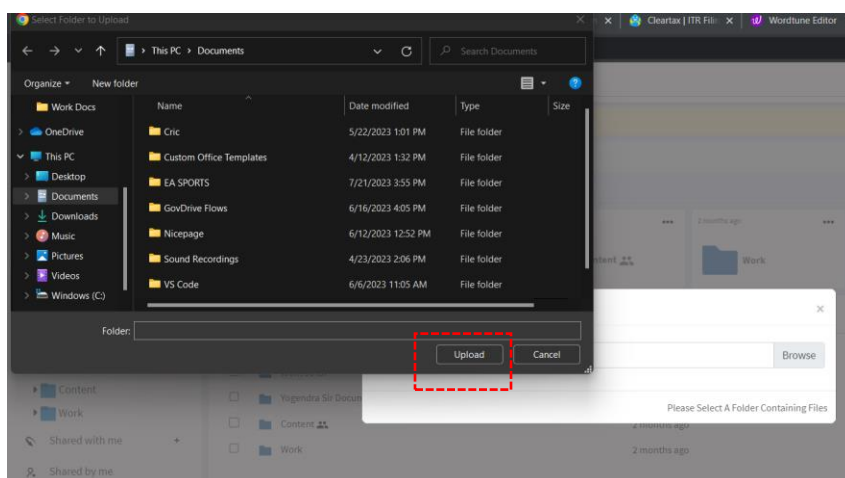


Fig. 12

>>A consent pop-up will appear on the screen.

Step 5: Click “Upload”

Step 6: Click the “Upload Now” button to start uploading. (Fig. 13)

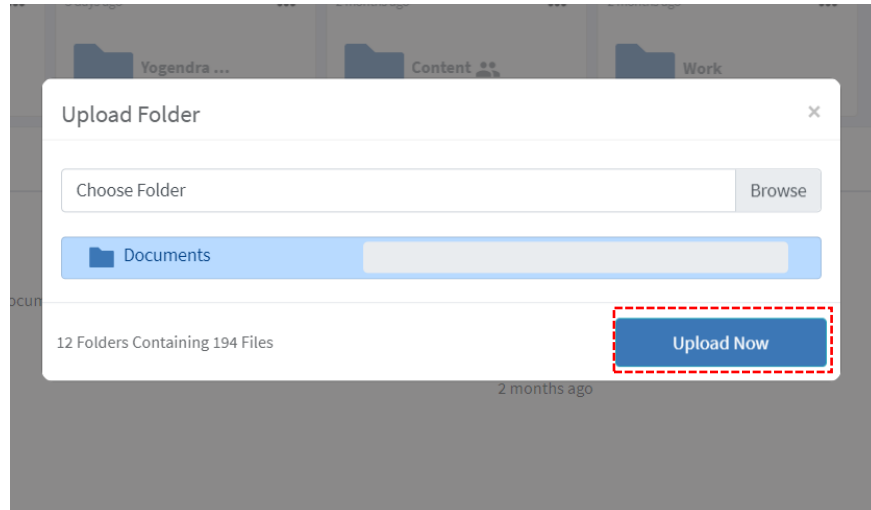


Fig. 13

Step 7: Post successful upload, click the “done” button.

>> Uploaded folder will appear in the user library.

### 1.3 Upload File

Users can upload files by following the process given below:

Step 1: Click the **Create New** button.



Step 2: Choose the “Upload Files” option. (Fig. 14)

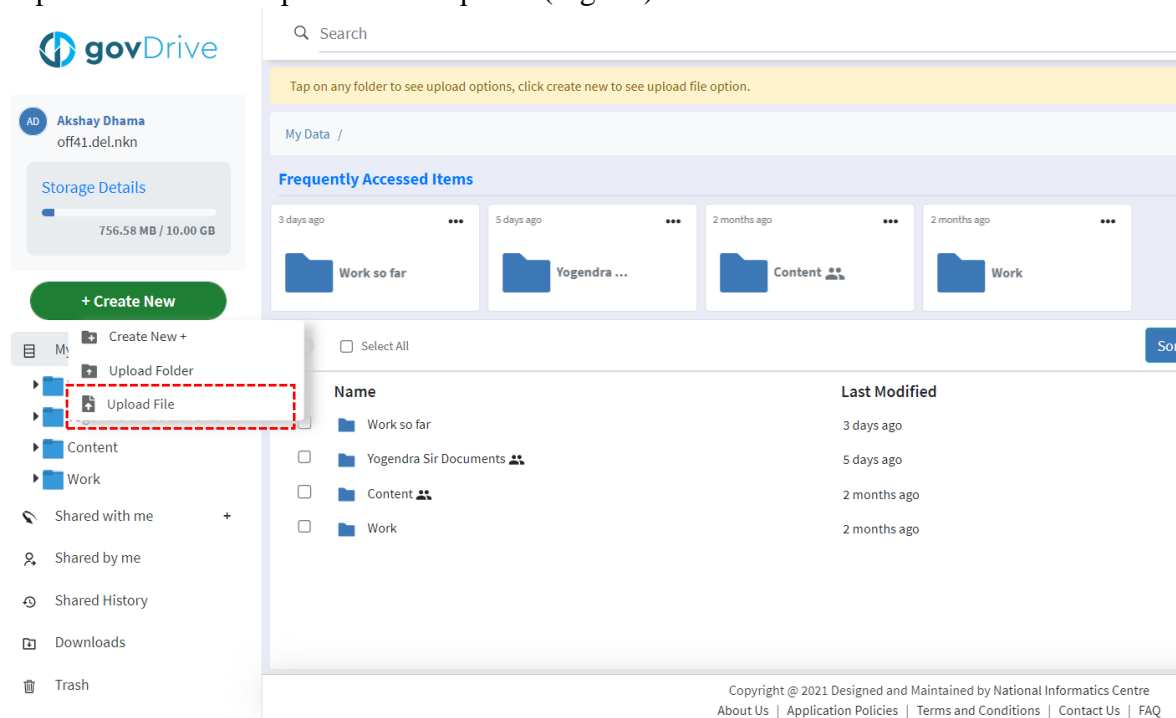


Fig. 14

Step 3: Now, click the “Browse” button to select the file. (Fig. 15)

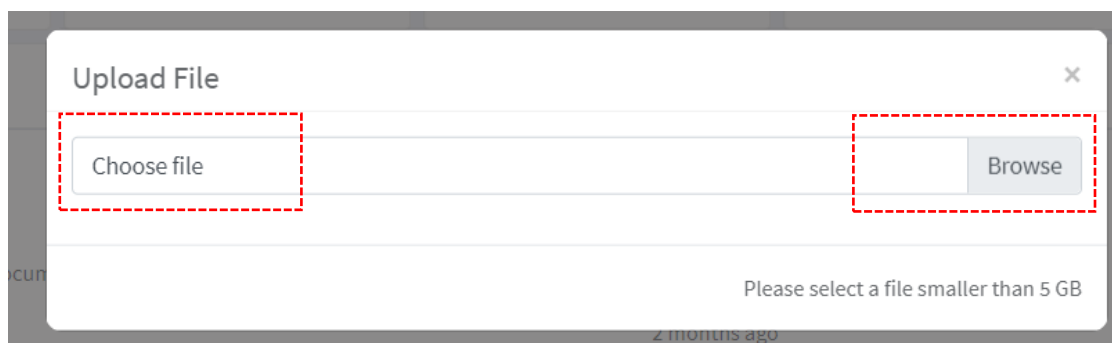


Fig. 15

>>Selection pane will appear on the screen

Step 4: Choose the file from your desktop libraries and click the “upload” button to continue.

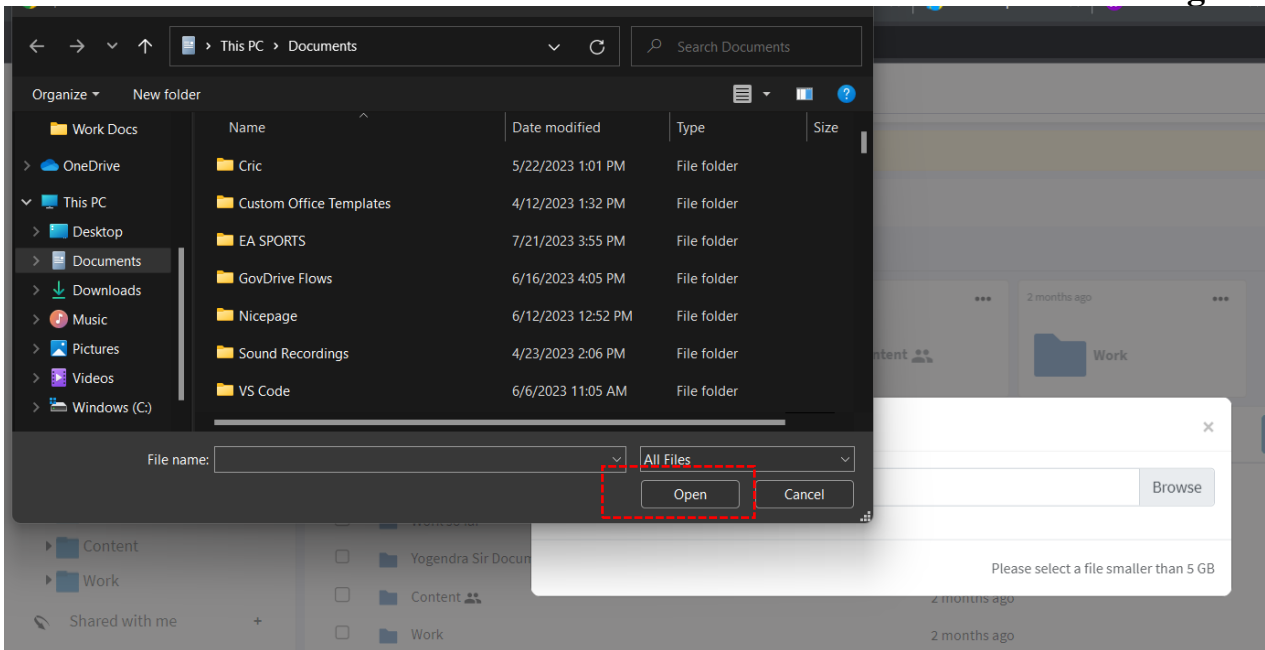


Fig. 16

>>The file details will appear on the download pop-up screen.

Step 5: Click the “Upload Now” button to start uploading. (Fig. 16)

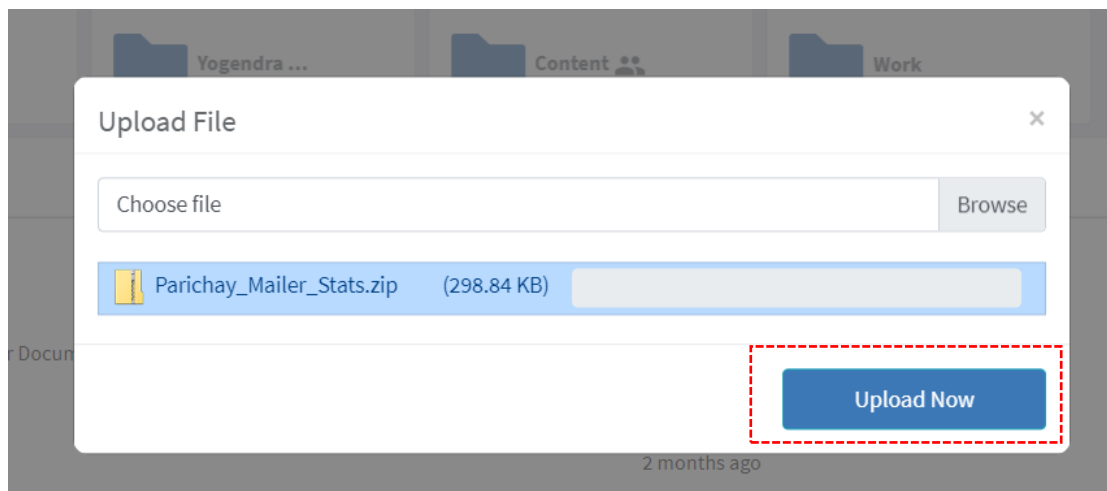


Fig. 17

Step 6: Post successful upload, click the “close” button.

>>Uploaded file will appear in the user library.

## 2. My Data

In “My Data” tab, users can view and edit the folders and files details. User needs to click the any of folders appeared under My Data tab to see the files. (Fig. 18)

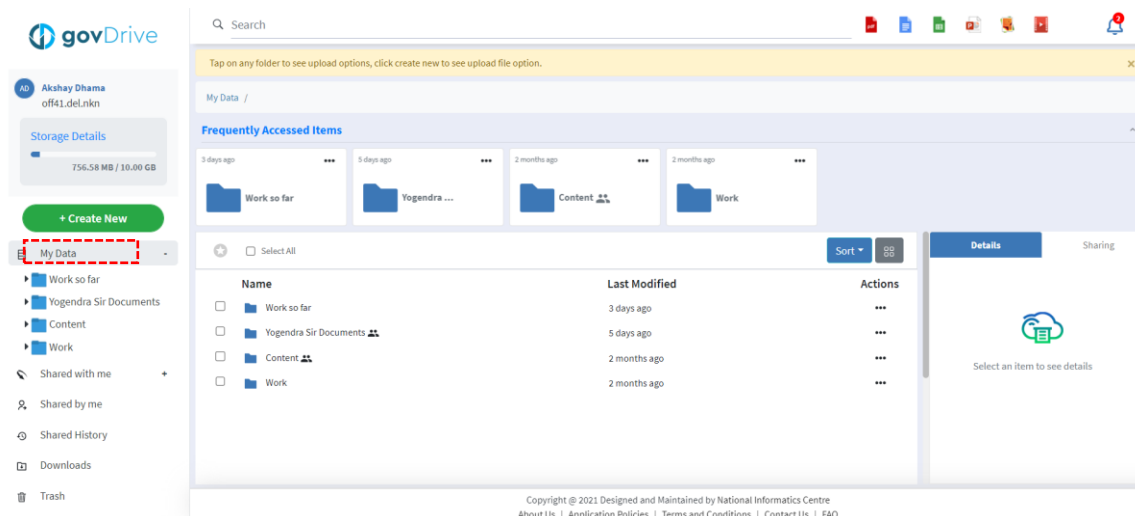


Fig. 18

### 2.1 Document functionalities (Actions)

Users can perform various actions to the files and folders stored in GovDrive.

#### 2.1.1 Share via Email

User can choose this option to share their folders with other users via Email. (Fig. 19)

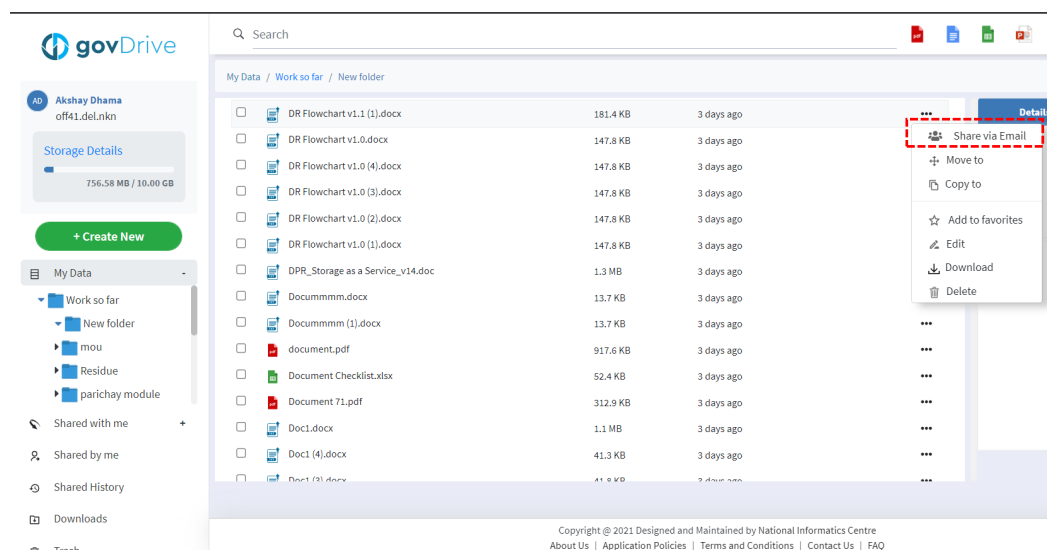


Fig. 19

>> Users can collaborate with others and manage the document accessibility by restricting the download attempts and Expiry time. (Fig. 20)

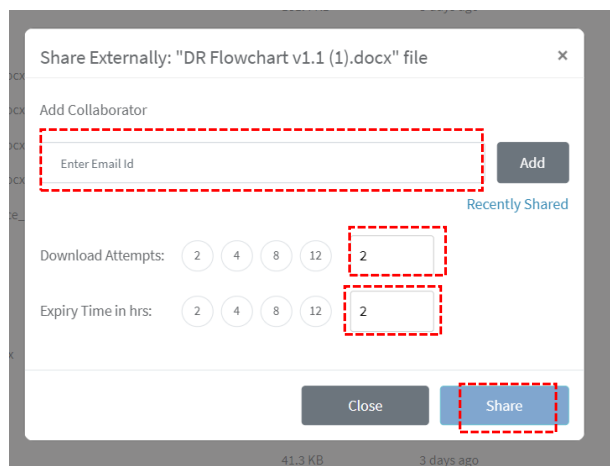


Fig. 20

### 2.1.2 Move to

One can use “Move to” functionality to move the selected file/folder to a different location(folder). (Fig. 21)

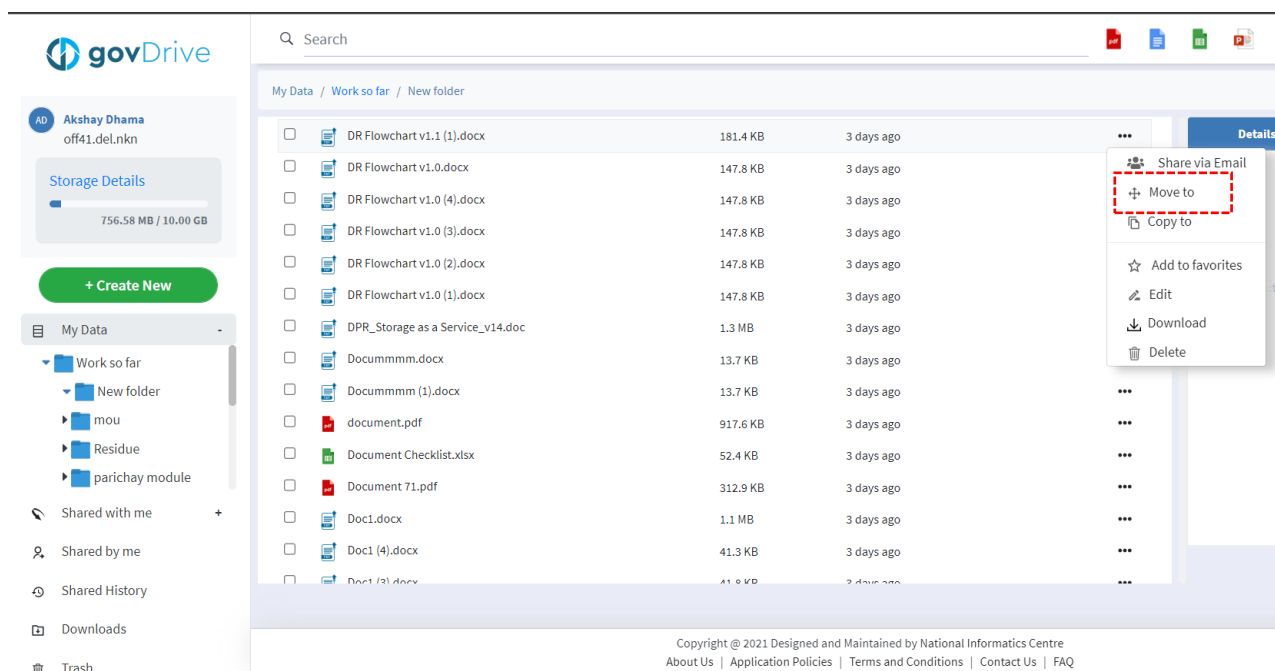


Fig. 21



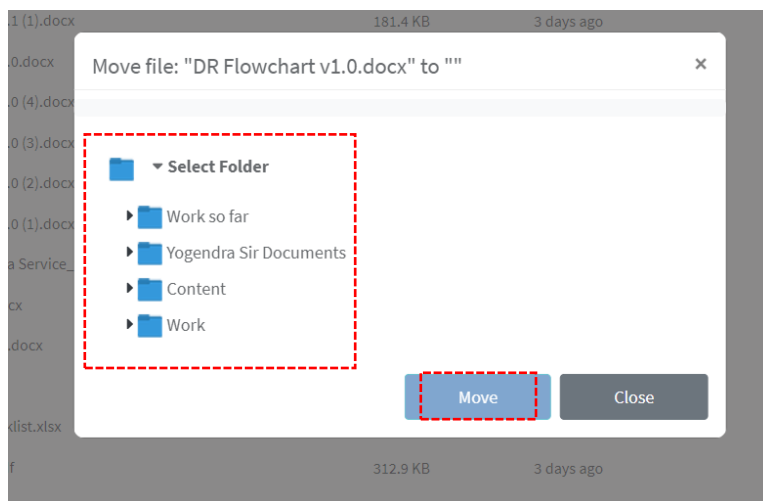


Fig. 22

>> After clicking the “Move to” button, user need to choose and confirm the destination (folder) for the file.

### 2.1.3 Copy to

One can click “Copy to” functionality to save a copy of the selected file/folder in a different location(folder).

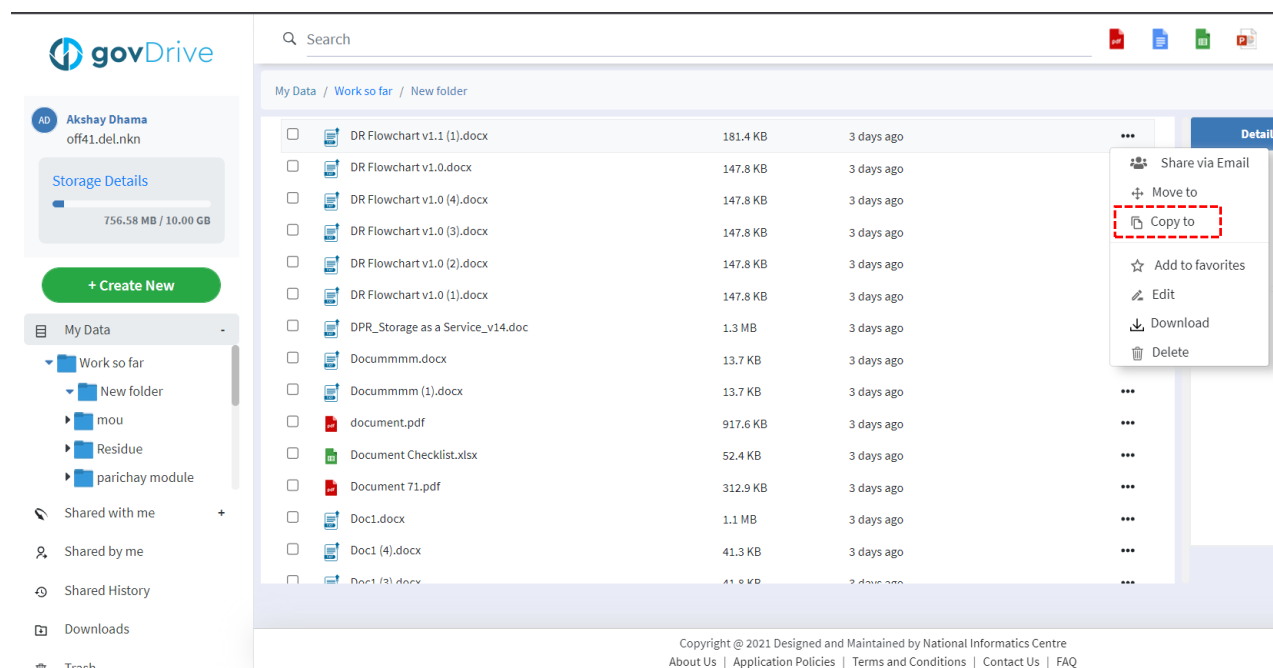


Fig. 23

>> Now, user has to choose and confirm the folder where they want to copy the file.

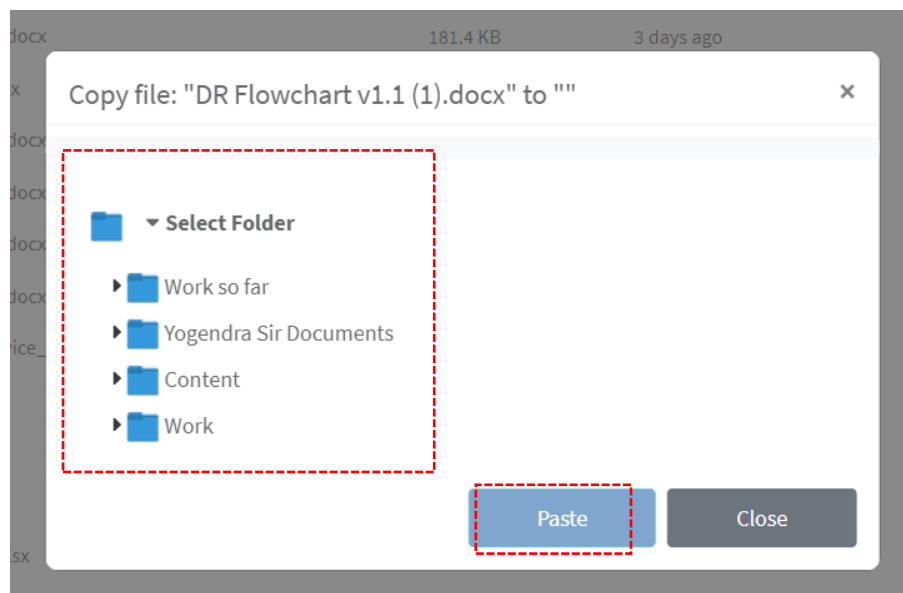


Fig. 24

#### 2.1.4 Add to favorites

User can click here to add the selected file/folder to your favorites.

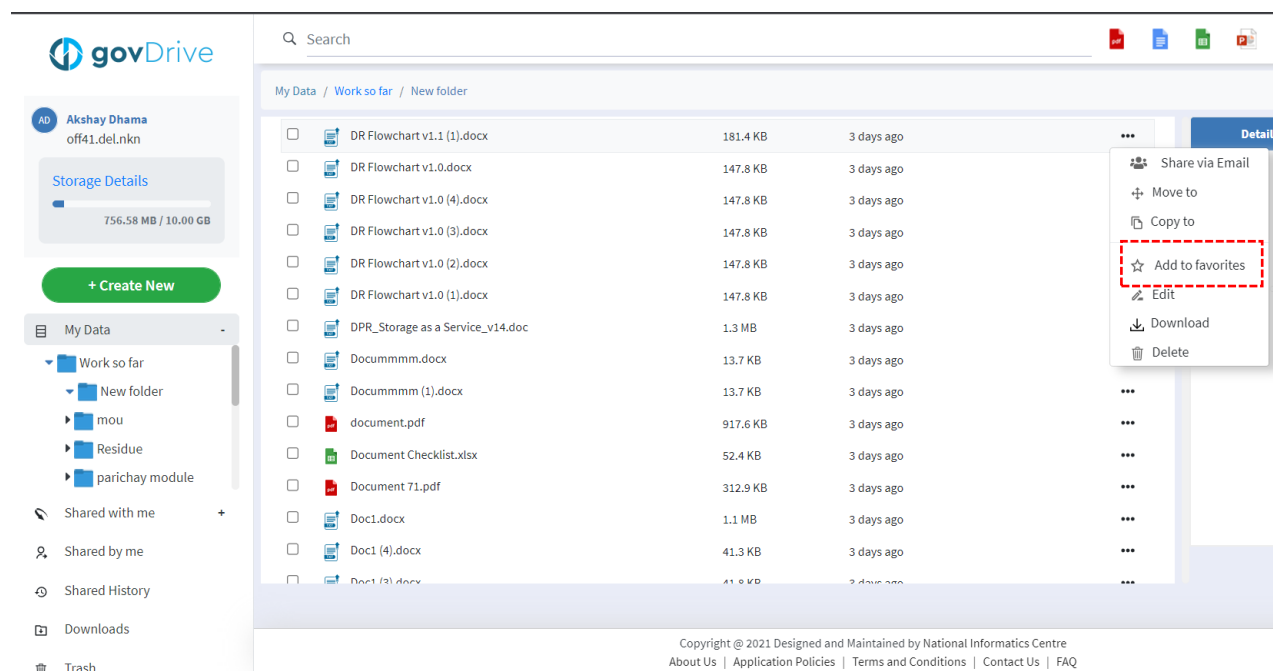


Fig. 25

#### 2.1.5 Edit

This functionality helps user edit the file/folder details i.e. Name, Description, and Tags. (Fig. 26)

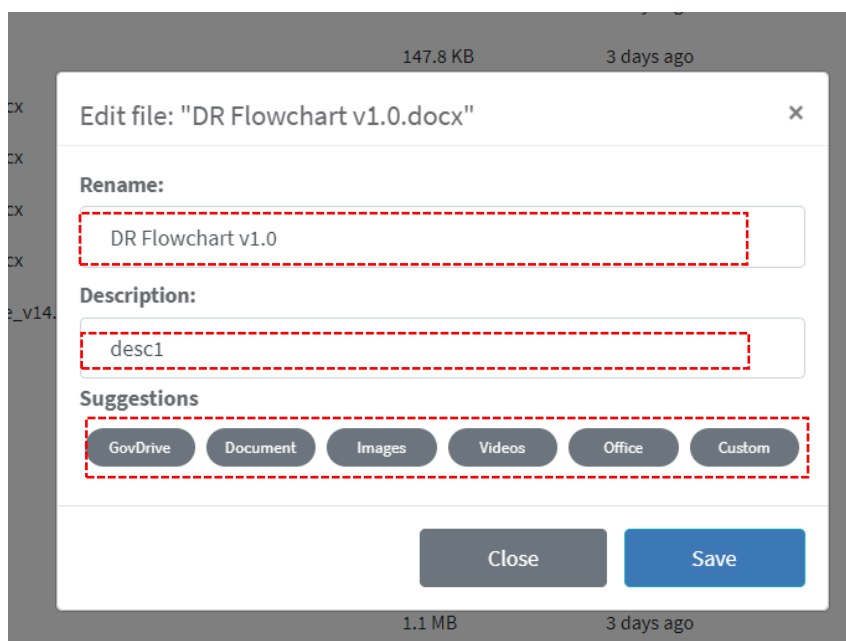


Fig. 26

### 2.1.6 Download

User can click this button to download the selected file/folder. (Fig. 27)

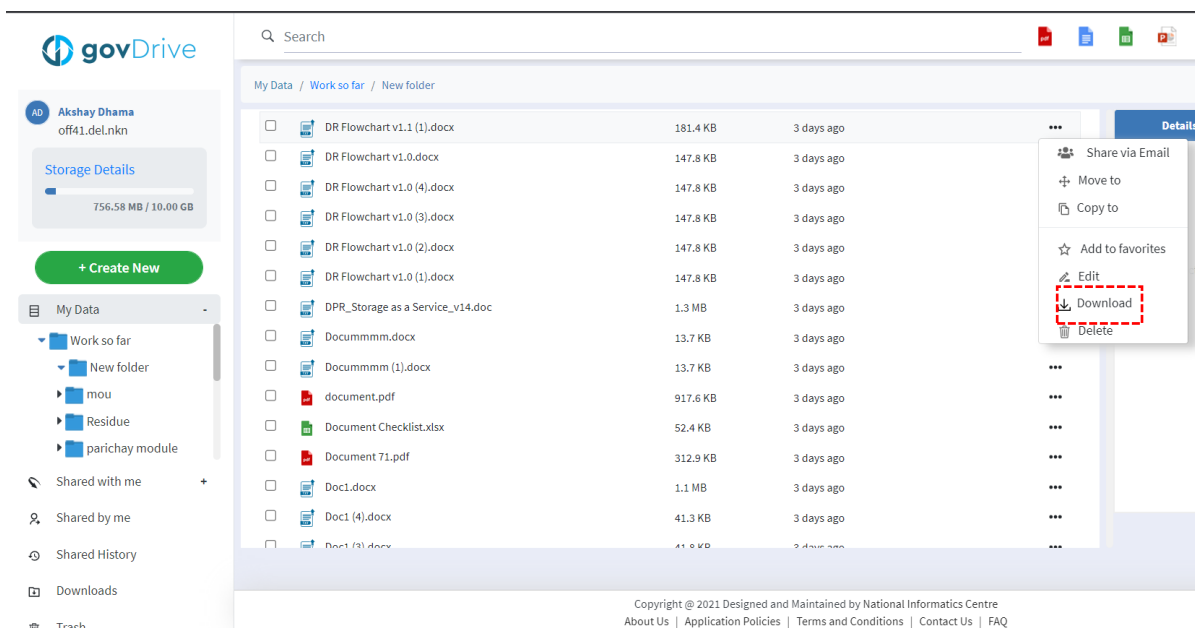


Fig. 27

### 2.1.7 Delete

User can use this button to delete the selected file/folder. (Fig. 28)

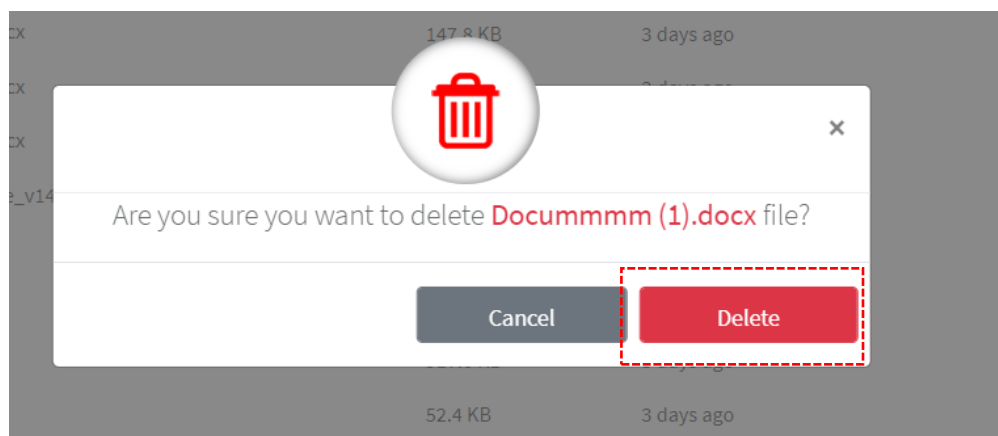


Fig. 28

### 2.2 Sort

Users can sort their files and folders in an ascending or descending manner based on parameters such as: Creation Time, Last Modified, and Type. (Fig. 29)

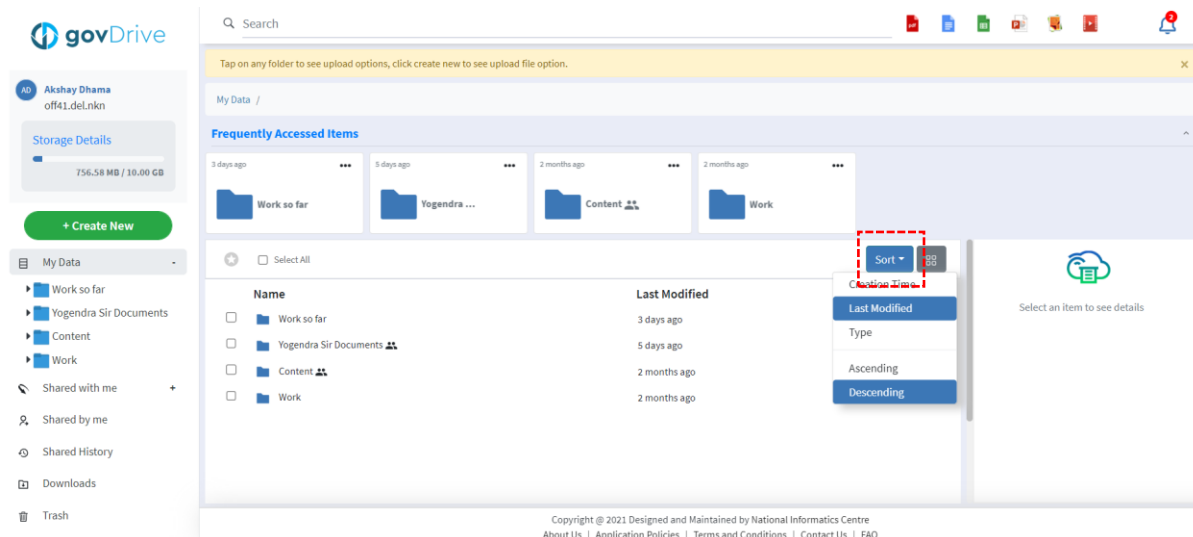


Fig. 29



2.3 View Style

Users can opt to change the view style by clicking the icon “Grid” or “List”.

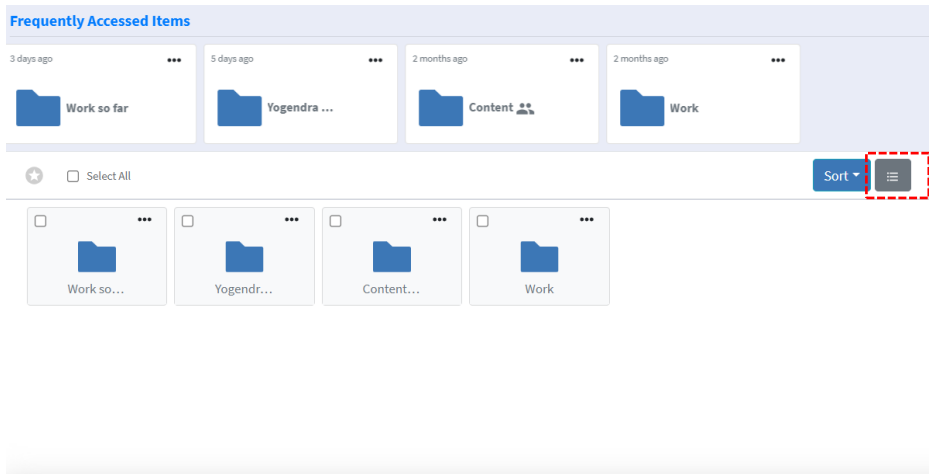


Fig. 30

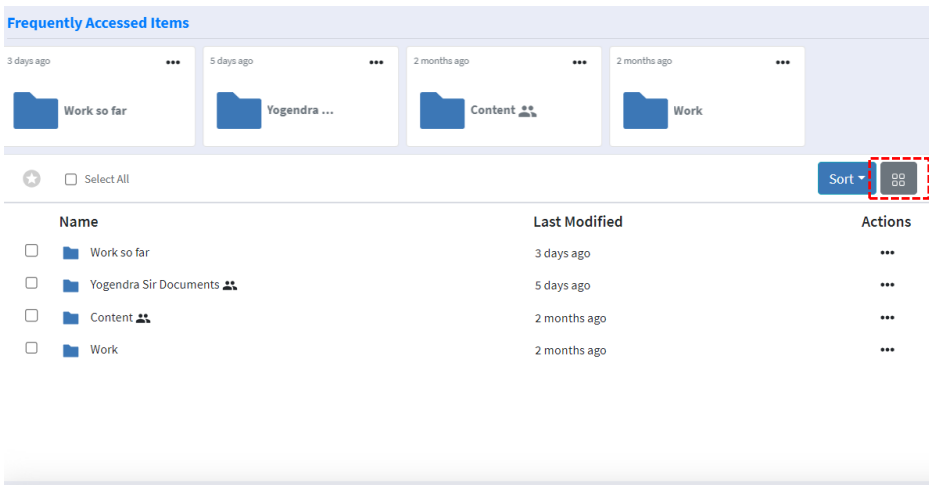


Fig. 31

3. Shared with me

Here, users can view the details of the folder shared by their network and download it. (Fig. 32)

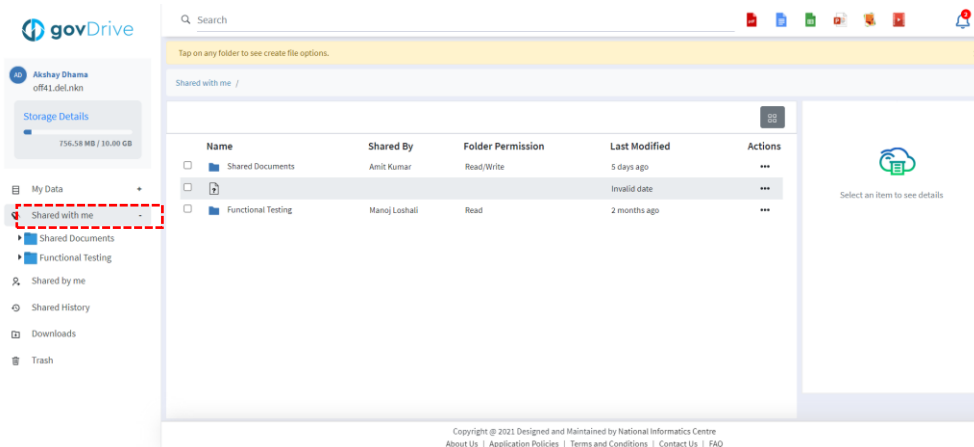


Fig. 32

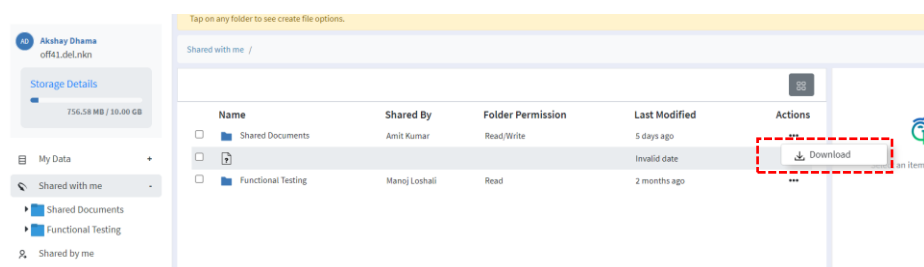


Fig. 33

#### 4. Shared by me

This tab enables users to view and manage the user access restriction details, they have shared with others. Users can even stop the file sharing for users individually as well. (Fig. 34)

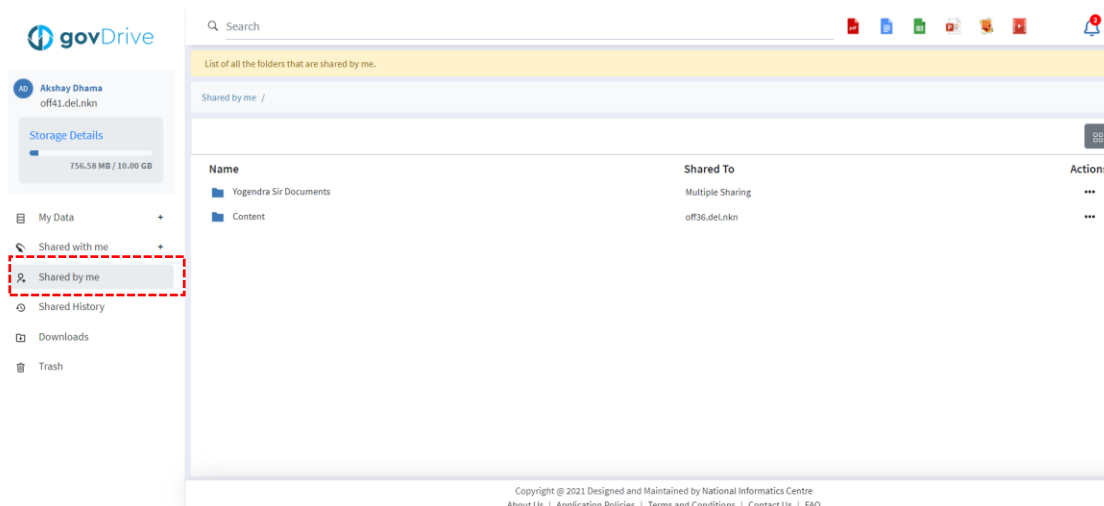


Fig. 34

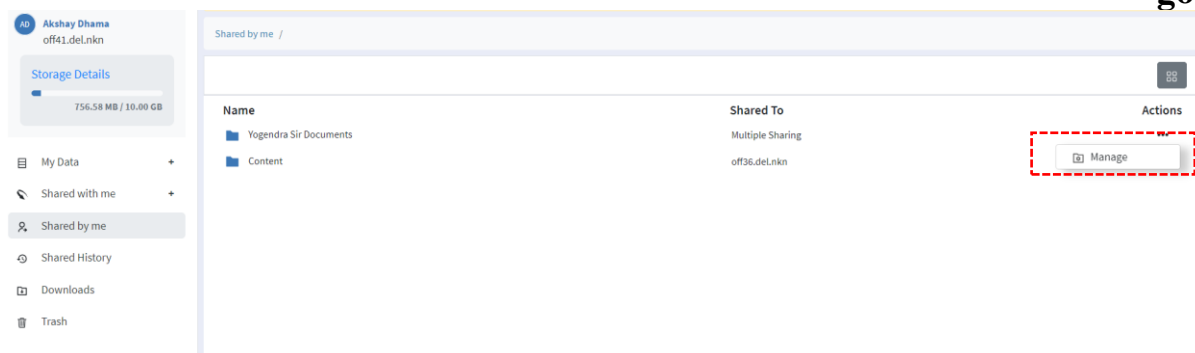


Fig. 35

## 5. Shared History

Users can click here to see the detailed history of the shared files and folders.

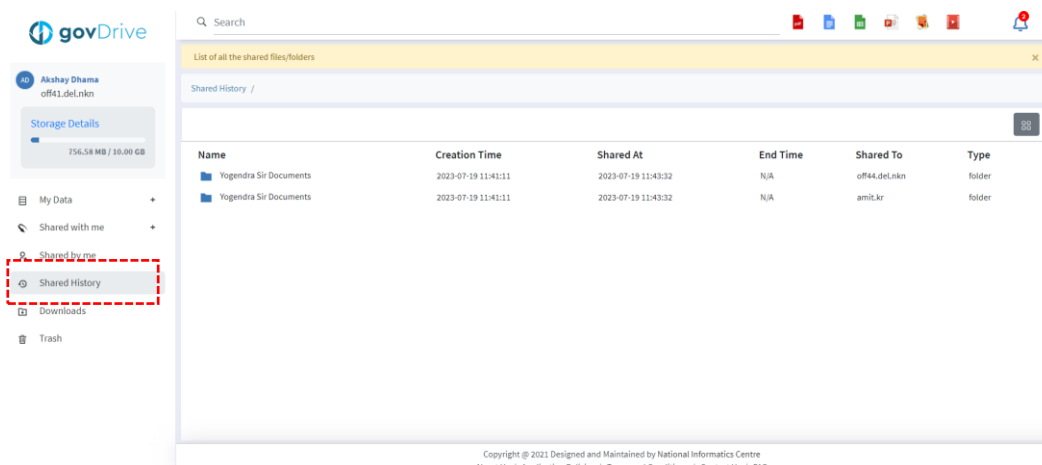


Fig. 36

## 6. Downloads

Users can click here to see their download history i.e. the files and folders they have downloaded earlier. They can also download these file/folders again by clicking the “download” given in front of the respective file/folder.

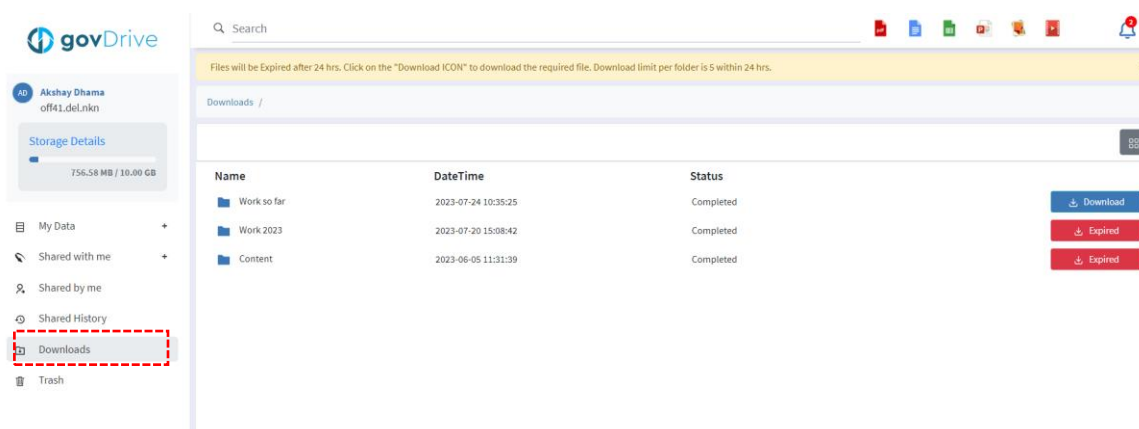


Fig.37

## 7. Trash

Users can manage the files/folders they have deleted earlier and can manage them by choosing various actions such as “Delete Permanent” and “Restore”.

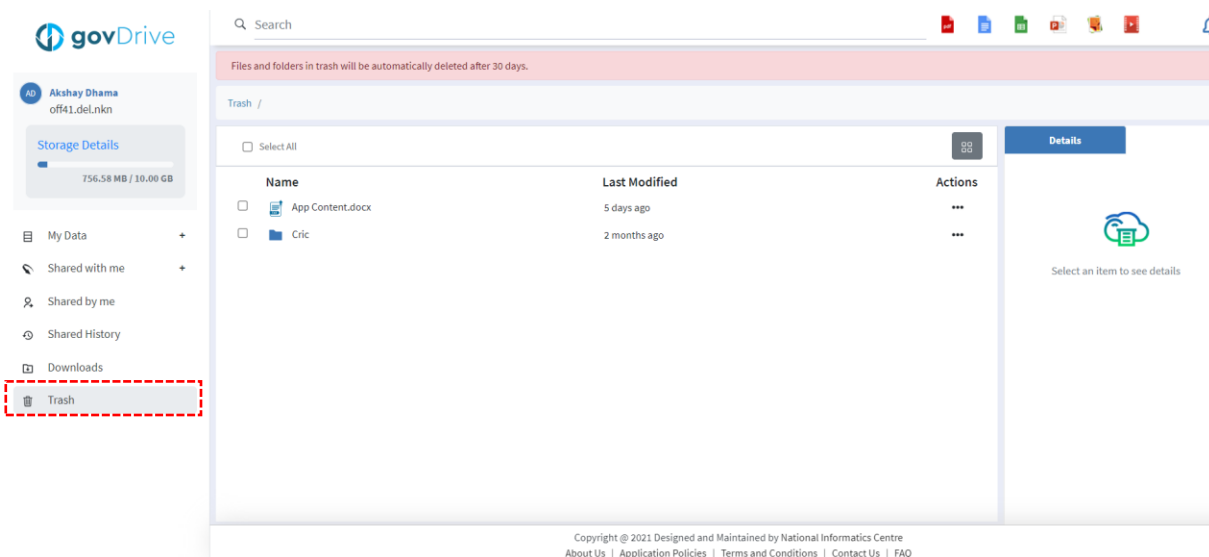


Fig.38

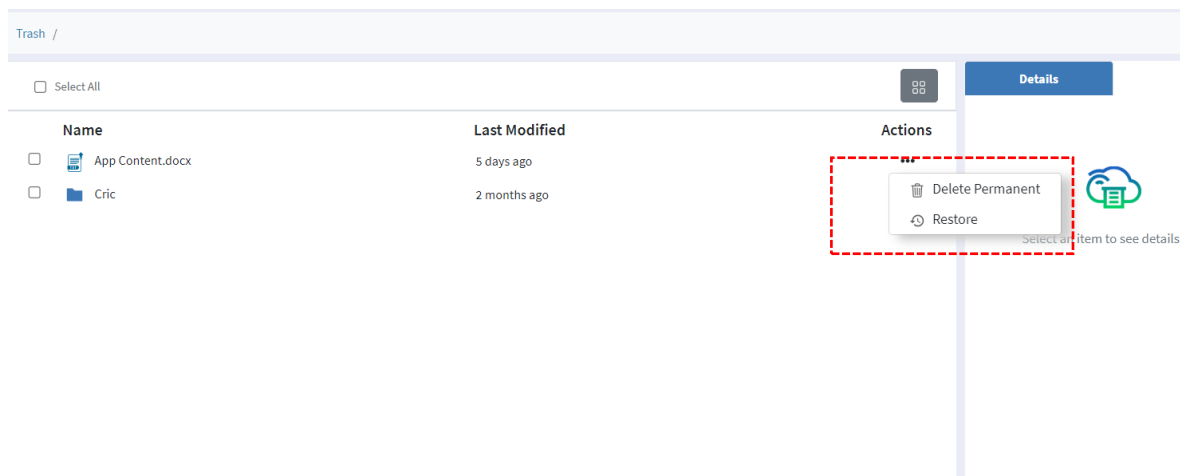


Fig. 39