



UNIVERSITY OF NAIROBI

Office of the Registrar Administration

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UON/CA/1/1

May 19, 2023

All Deans of Faculties
All Heads of Departments

USE OF PERSONAL EMAIL FOR OFFICIAL UNIVERSITY COMMUNICATION

The Principal Secretary, State Department of ICT and Digital Economy has in a circular discouraged use of personal email addresses for official Government communication across public offices.

The University of Nairobi Information Communication Technology (ICT) and Communication Policy emphasize the use of official email addresses in the transaction of official business. The **ac.ke** suffix is assigned to all academic institutions in the country and is part of University's branding and visibility.

All staff are expected to adhere to the institutional standards in communication when transacting official business of the University in compliance with the government directive.

This is to, therefore, request you to remind all staff in your unit that use of personal email address to transact official business is prohibited. Staff are expected to use the allocated official email address by the Director, ICT with suffix **ac.ke** on all official communication. Any enquiries on this may be addressed to the Director, ICT through director-ict@uonbi.ac.ke.

Please note and ensure compliance.

Yours Sincerely,

BERNARD D. NJUGUNA
AG. REGISTRAR, ADMINISTRATION

Copy to: Vice-Chancellor
Deputy Vice-Chancellor, Academic Affairs
Ag. Deputy Vice-Chancellor (RIE)
Chief Operations Officer
Director, ICT Centre
Manager, Halls
Manager, Catering

HSA/ch

Noted: Circulate
to faculty
members

30/05/23