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A/00481/NIC MAIL/Gen/ 106/Automation

09 Jul 2018

HQ CE Southern Comd

HQ CE Eastern Comd

HQ CE Western Comd

HQ CE Central Comd

HQ CE Northern Comd

HQ CE South Western Comd

ADG (NEI) Guwahati

ADG (North) Jammu

CE (Project)

**ONLINE CREATION OF NIC EMAIL IDs / RE-ACTIVATION  
OF DORMANT NIC E-MAIL IDs**

1. It is learnt that some official NIC e-mail IDs have got deactivated due to following reasons:-
  - (a) Not using the facility for more than 90 days.
  - (b) Omission in handing taking of official e-mail IDs during relief of appointment.
2. Deactivation of official NIC email ID leads to inconvenience in significant functioning of the appointments viz e procurement or communicating with higher and lower Headquarters/Units.
3. The procedure of manual submission of application to create new e mail ID is lengthy and takes at least 15 days due to postal delays.
4. It therefore advised that online method of application to crate NIC email ID be followed, which would take not more than one day to create the fresh e-mail ID. Flow chart for procedure to be followed is given at Appendix.
5. Also, it is advised that handing over of official e-mail ID be made part of the handing/ taking over notes during relief of appointment. The same procedure may be followed for individual personal e mail IDs (CGOs), which are prerequisite for implementation of e-APAR.

6. This Sub Dte letter No A/00481/NIC MAIL/105/Automation dt 05 Jul 2018 may please be treated as cancelled.

  
(TK Gopinath)  
Maj  
GSO-2 Automation  
for E-in-C

Encls : (As above)

Copy to:-

Internal

**E-in-C's Sectt** - for info please.

**Wks Dte, DG (Pers) Dte, CE Dte, ESP Dte, MAP Dte, CCE Proj**

**E Coord -1, E Coord-2, E1A, E1D, E (Trg), & MIS (Civ)**