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## **CIRCULAR**

### **Sub: Mandatory use of NIC Email ID**

It has been observed that most of the officials and staff members are using email created in private domains for official communication instead of newly migrated NIC email account ([xyz@icar.org.in](mailto:xyz@icar.org.in)). It may be noted that as per government security protocols and subsequent endorsement by ICAR, the NIC email ID is the only authorized medium for all official correspondences.

The ICT Unit of the Council has clearly mentioned that NIC has not migrated email accounts that have remained inactive for more than one year or will become inactive if the email account is not accessed at least once in a month.

As all the online platforms (e-HRMS / e-OFFICE / SPARROW / SAMARTH / i-GOT Karmayogi etc) are directly linked to NIC e-mail account through PARICHAY, **all the regular staff of the Institute are hereby advised to use their official NIC email accounts on regular basis.** Failure to log in or use the account frequently may lead to automatic deactivation by the NIC server and Institute Administration will not be held responsible for deactivation.

This is issued with the approval of the Competent Authority and may be treated as **most urgent.**

(Nirmal Sarkar)

Chief Administrative Officer

### **Distribution:**

- 1) All the Heads of Division/ Heads of Regional Centre / Scientists-in-Charges of Regional Centres/ Stations / Section-in-Charges for information and wide circulation among the staff working under them.
- 2) In-Charge, AKMU for uploading in Institute website.
- 3) O/o the Director for kind information to the Director, ICAR-CIFRI, Barrackpore.
- 4) Notice Boards / email