



कार्यालय महालेखाकार (लेखा एवं हक), पश्चिम बंगाल  
ट्रेजरी बिल्डिंग्स, 2, गवर्नमेंट प्लेस, वेस्ट, कोलकाता-700001  
OFFICE OF THE ACCOUNTANT  
GENERAL (A&E), WEST BENGAL TREASURY BUILDINGS, 2,  
GOVERNMENT PLACE WEST, KOLKATA- 700001



No. PAGAEWB/03/57/02/W.M/MISC III/2025-26/ 113

Date: 05.01.2026

**CIRCULAR**

A copy of the Office Order No. PAGAE-ITSM0ITSC (ADMN)/1/2018 dated 01.01.2026 issued from Sr. Accounts Officer/IT Support Cell regarding creation of new NIC email accounts and usage is enclosed herewith for information and necessary action of officers/officials under Divisional Accountant cadre.

The Officers/Officials of DA cadre facing login issues are required to ensure that after every possible efforts (repeated login attempts, change of password, migration requests to new platform), their email account is inaccessible in the mail.gov.in platform or email accounts are already deactivated or deleted are required to submit the required data through provided link or by scanning QR code latest by 09.01.2026.

Enclosed: As stated above.

Sd/-

Sr. Accounts Officer/W.M

No. PAGAEWB/03/57/02/MISC-III/963

Date: 05.01.2026

1. Sr. A.O/ITSC with request to upload the order in DA cadre platform of the official website.

Sr. Accounts Officer/W.M



भारतीय लेखा तथा लेखा-परीक्षा विभाग  
प्रधान महालेखाकार(लेखा एवं हक), पश्चिम बंगाल  
Indian Audit And Accounts Department  
Pr. Accountant General (A & E), West Ben  
gal



O.O No- PAGAE-ITSM0ITSC(ADMN)/1/2018

dt-01-01-2026

**OFFICE ORDER**

**Sub: - Creation of new NIC email accounts and usage regarding**

Attention is sought from all Officers/Officials regarding deactivated NIC email accounts, non migration of existing NIC mail accounts to the new mail.gov.in platform, or any other login related issues. As per intimation received from Email admin NIC, those email accounts where migration is not yet complete are required to apply for fresh Email accounts, credentials are sought in the attached Google form links / QR codes for creation of new email accounts.

Also users facing login issues are required to ensure that after every possible effort (repeated login attempts, change of password, migration requests to new platform) their email account is **inaccessible in the mail.gov.in platform** , or email accounts are **already deactivated or deleted**, only such Officers/Officials may submit the required data latest by **09/01/2025**.

**(Link 1- AGAE staff)**

<https://docs.google.com/forms/d/e/1FAIpQLSeA2KYIYImFr95yK5j2wKzOdmS5DFTEKMUxjGs-WfsXMiH47w/viewform?usp=publish-editor>

**(Link 2- DA CADRE staff)**

[https://docs.google.com/forms/d/e/1FAIpQLSfPonEHKfl7OiZk7CEaPV-LozP-SiD81WDasGi5N\\_pGM2kJEA/viewform?usp=publish-editor](https://docs.google.com/forms/d/e/1FAIpQLSfPonEHKfl7OiZk7CEaPV-LozP-SiD81WDasGi5N_pGM2kJEA/viewform?usp=publish-editor)



(QR code 1- AGAE staff)



(QR code 2- DA CADRE staff)

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Further existing NIC mail users are apprised of the new guidelines as received from NIC Email Admin.

**2.Suspension:** Any account that remains dormant i.e, zero login activity for a period exceeding 30 days will be automatically SUSPENDED by the NIC Back-end system.

However Logging In with the credentials once will automatically reset the dormancy timer with the account.

**3. Deactivation due to inactive status:** Any account which is inactive for a period of **90 days** shall be deactivated under intimation to the Nodal officer.

**4. Deletion:** Any user id along with the data shall be deleted from the e-mail system **after a period of 180 days**, if no request for activation is received during this period. This will result in irretrievable loss of all emails, contacts, and historical data

This issues with the approval of Sr.DAG(Admin)

Sd/-  
Sr.Accounts Officer/IT Support Cell

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