



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



O.O No- PAGAE-ITSMOITSC(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 **09/01/2026**.

(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-LozPSiD81WDasGi5N_pGM2kJEA/viewform?usp=publish-editor



(QR code 1- AGAE staff)



(QR code 2- DA CADRE staff)

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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