



प्रधान महालेखाकार कार्यालय (लेखा एवं हकदारी) ओडिशा, पुरी शाखा, पुरी  
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E), ODISHA,  
PURI BRANCH, PURI

No.WM/NIC Mail/142/1257

Date: - 12.01.2026

To

**ALL Sr. DAOs/ DAO-I/DAO-II/DAs**

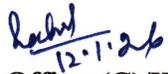
**Subject: Instructions for Email Profile Updation and Security Compliance on NIC Mail Platform – reg.**

It is hereby intimated that the Headquarters Office, New Delhi & Principal Accountant General, Odisha has issued guidelines regarding the mandatory updation of email profiles of all users on the new Government email platform, NIC Mail Services (mail.gov.in).

All officers and Officials are required to strictly comply the instructions and advised to complete the profile updation process at the earliest to facilitate timely submission of official information. In case of any difficulty or for technical assistance during the updation process, the Main office/EDP Cell, Bhubaneswar may be contacted at email id [boedp.od@nic.in](mailto:boedp.od@nic.in)

Yours faithfully,

Encl: - As above

  
12.1.26  
Sr. Accounts Officer(C)/WM

**Memo. No. WM/NIC Mail/142/1258**

Date: - 12.01.2026

Copy forwarded to the Sr. Accounts Officer/EDP, O/o Principal Accountant General(A&E), Odisha, Bhubaneswar – 751001 for uploading in web site.

  
12.1.26  
Sr. Accounts Officer(C)/WM

com Ince . D Y - IIII de - 30.12.25



OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E)  
ODISHA, BHUBANESWAR

CIRCULAR

Sub Instructions for Email Profile Updation and Security Compliance on NICMail Platform -reg.

It is hereby informed that the Headquarters Office has issued guidelines regarding the mandatory updation of email profiles of all users on the new Government email platform, NICMail Services (mail.gov.in). All users are required to strictly comply with the instructions provided below, which include the procedure for updating email profiles as well as general security measures, to ensure uninterrupted access to Government email services.

**Profile Updation Procedure:**

All users shall follow the step-by-step procedures detailed in Annexure-I and Annexure-II for the successful updation of their email profiles on the NICMail platform.

**Security Guidelines:**

- i. The NIC/DA Admin will not ask any user to share passwords or login credentials through email or any other mode. Any such emails or links should be treated as suspicious and must be ignored. Users are advised not to click on unauthorized links to avoid security risks.
- ii. Any account that remains dormant, with no login activity for a period exceeding thirty (30) days, shall be automatically suspended by the NIC back-end system. Users are required to access their email accounts on a regular basis to ensure continued account validity and to prevent automatic suspension.

AAELWM  
29.12.25

Sos BHS  
30/12/25

All officers and Officials are advised to complete the profile updation process at the earliest to facilitate timely submission of official information. In case of any difficulty or for technical assistance during the updation process, the EDP Cell may be contacted.

Encl: As above.

Sd/-

(Manoj Ekka)

Sr. Deputy Accountant General (Admn.)

Memo No. EDP Cell/E-mail/ (26)/2025-26/ Tr. No. 171

Date: 19.12.2025

Copy forwarded for information and necessary action to: -

- 1) Pvt. Secy. to PAG (A & E), PAG's Secretariate.
- 2) Steno Gr-I / PA to Sr. DAG (Admn.), DAG (A/cs & VLC), DAG (Pen.), DAG (Funds.), Sr. DAG (Works Accounts, Puri)
- 3) All Branch Officers in Main Office.
- 4) All Group Controlling Sections (TM/ PM/ FM/ IAD/ Admn./ WME). They are requested to bring the contents to the notice of all the officials working under their control.
- 5) Notice Board

  
(Sarada Prasanna Mohapatra)  
Sr. Accounts Officer (EDP Cell)

**ANNEXURE – I**

All users of email accounts under our domain i.e. @cag.gov.in is/are requested to update the information as per guidelines (cited below) for their email accounts for "Mandatory Email Profile updation" of NIC :

1. Designation in "Name Based Email Account" :- Every user of Name Based Email Account select his/her designation on which he/she is working.
2. Designation in "For other email accounts" :- For other email accounts like Designation based, Office based, Sectional/Wing based or event specific email account, the user can select the Designation available in drop down list in the form as per relevant requirement of the user.
3. Date of Retirement(DoR) :- Every user of Name Based Email Account select the his/her DoR on which he/she is going to retire from Government Service. For other email accounts like Designation based, Office based, Sectional/Wing based or event specific email account, the user can enter the DoR as 31-03-2050(as per existing/usual practice).
4. Employee Code / Identification Number :- Every user of "Name Based Email Account" enter his/her Employee Code, which he/she has been provided by his/ her office. For other email accounts like Designation based, Office based, Sectional/Wing based or event specific email account, the user can enter the Identification Number available under Office Code for their office.
5. Other information under Parent Office and Present Office sections in Mandatory Email Profile Updation Form :- Under Whether member of ... Category of Organisation, Government Ministry/ Department, Sub-category of Organisation, List of Organisations, Present office location, State, City/Town, Pincode etc the user can select the relevant information from drop down list for a particular question.

**ANNEXURE – II**

Please refer the Mandatory Email Profile updation, the users are requested to select/enter information to be filled in this form as per the question-wise answer to the requested information :

In Parent Office :

Q 1. Whether member of All India Services(AIS) or Central Secretariate Services(CSS) or General Central Services(GCS) - ?

Ans 1. Yes (If user select 'yes', for all Indian Audit and Account Services(IAAS) officers)

fwd: [Cag-all-offices] Mandatory email profile updation under new NICeMail Services - regarding

No (if user select 'no', for all other officer/ staff other than IAAS officers)

Q 2. Category of Organisation - ?

Ans 2. Constitutional Body

Q 3. Government ministry/ Department/Department equivalent concerned - ?

Ans 3. Comptroller and Auditor General of India (CAG)

Q 4. Sub category of Organisation -?

Ans 4. Comptroller and Auditor General of India (CAG)

Q 5. List of organisations - ?

Ans 5. Office name(select from list of offices available in the Drop Down list)

Q 6. Designation - ?

Ans 6. Select from the Drop Down List of Designation Names(including IAAS officers) pertaining to IAAD Department.

In Present Office :

May please be treated same(above) as per Question & Answers cited 2 to 6 (as they are same in Parent office and Present Office section of the Mandatory Form of NIC email profile updation)

The other remaining fields under Present Office section (like Present office location, State, City/Town and Pincode) the user can Select from the Drop Down List for particular question.

"कानून का अर्थ 3000 वर्षों के लिए एक पैड़ को काटा जाता है.. पैड़ों का संरक्षण करें... हरियाली लाएँ .  
सचमुच का वा' इगर्की किन्ही फाइल का प्रिंट तब तक न लें जब तक सचमुच जरूरत न हो" !!!

CAG-ALL-OFFICES mailing list -- [cag-all-offices@ismgr.nic.in](mailto:cag-all-offices@ismgr.nic.in)  
To unsubscribe send an email to [cag-all-offices-leave@ismgr.nic.in](mailto:cag-all-offices-leave@ismgr.nic.in)