



प्रधान महालेखाकार (लेखा एवं हकदारी) का कार्यालय, ओड़ीशा,पुरी शाखा, पुरी  
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E) ODISHA,  
PURI BRANCH, PURI-752003

No.WM/Circular/2026/01

Date: 22.05.2026

**Circular**

**Subject: Submission of Fresh Requisition for Activation/Updation of Official Email IDs- reg.**

It has been observed that a number of employees are still facing issues regarding access to their official email IDs.

In view of the above, all the Sr. DAOs/DAOs and DAs who are still facing issues with access to their official email IDs are hereby directed to submit a fresh requisition in the prescribed format for activation/updation of their email IDs. All concerned are advised to log in to their NIC email IDs and check their status.

The requisition should be duly filled in and forwarded as per the enclosed format before **29.05.2026** for onward submission to the Headquarters Office.

No further requests in this regard will be entertained in future.

Sd/-

(Sarat Ch Bharimalla)  
Sr. Accounts Officer/WM

Memo.No.WM-/NIC mail Circular/197

Date: 22.05.2026

Copy forwarded for information and necessary action to: -

1. Secretary to Principal Accountant General (A&E), Odisha
2. Sr. Accounts Officer/EDP for hosting on the website of this office.
3. All DA/DAOs/Sr.DAOs
4. Notice Board

(Sarat Ch Bharimalla)  
Sr. Accounts Officer/WM

**Format for name-based Creation/ Updation of email IDs**

Sl No	Particulars	Details
01	First Name & Middle Name	
02	Last Name	
03	Designation	
04	Office Code	
05	Name of state / City	
06	Country Code (91)	
07	Mobile number	
08	Date of Superannuation (DD-MM-YYYY format)	
09	Unique ID (UID) of user	
10	Complete email address	
11	Date of Birth (DD-MM-YYYY format)	

Reason for Creation/ updation:-

Signature of the applicant