



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



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

Date: 09.04.2026

CIRCULAR

Copy of the circular No. PAGAE-ITSM0ITSC(ADMN)/1/2018 dated 07.04.2026 regarding creation of new NIC email accounts and submission of requisite data who are having accessibility issues is attached for information to members of DA cadre.

The requisite Data must be submitted by officials of DA cadre who are having accessibility issues by 16.04.2026.

Enclosed: As stated above.

Sd/-

Sr. Accounts Officer/W.M

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

Date: 09.04.2026

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

Sr. Accounts Officer/W.M



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Indian Audit And Accounts Department
Pr. Accountant General (A & E), West Bengal



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

dt-07-04-2026

OFFICE ORDER

Sub: -Creation of new NICemail accounts
(ref O.O - PAGAE-ITSM0ITSC(ADMN)/1/2018 dt-01-01-2026)

Attention is sought from all Officers/Officials with reference to the office order cited above, it is noticed that despite extension of timeline provided against the original order, some officials with relevant problems/accessibility issues to NIC email account have not submitted the required data and subsequently approached this section for mail related issues.

2. Such officials are requested to go through Para 1 and Para 2 of the referenced office order **PAGAE-ITSM0ITSC(ADMN)/1/2018 dt-01-01-2026** and provide required data through the QR codes and Link provided below latest by **16/04/2026**.

3. Branch officers/ Sr Accounts officer (WM) are requested to ensure that the information is disseminated to and Complied by all Officers/officials. And officials/officers are required to submit the required data promptly in accordance with Para 2 of the referenced office order.

(Link 1- AGAE staff)

<https://docs.google.com/forms/d/e/1FAIpQLSeIOAtAILrMXvYGvwGc2SWWUzWKooz5JfdXnh9mfze6Twcmlw/viewform?usp=header>

(Link 2- DA CADRE staff)

https://docs.google.com/forms/d/e/1FAIpQLSc1DP-to8e7r0_k9uqsRSfB6lNpBqsLrFKTTtgPb0O1WHYiQQ/viewform?usp=header



(QR code 1- AGAE staff)



(QR code 2- DA CADRE staff)

Sd/-
Sr.Accounts Officer/IT Support Cell

Copy forwarded to Rajbhasa Section for Hindi Translation.

Sd/-
Sr.Accounts Officer/IT Support Cell

ट्रेजरी बिल्डिंग्स, २ गवर्नमेंट प्लेस वेस्ट, कोलकाता ७०० ००१
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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 **09/01/2026**.

(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-LozP-SiD81WDasGi5N_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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