

Government of Jammu and Kashmir
Office of the Principal Chief Conservator of Forests
Van Bhavan, Jammu

C I R C U L A R

No:- 02 of 2020

Dated: - 15 /02/2020

**Subject:-Use of official NIC email accounts by Forest Officers -
guidelines thereof.**

The email Policy of GOI categorically states that only the email service provided by the NIC shall be used for official communications and email services provided by the other service providers shall not be used for any official communication. (F. No. 2(22)/2013-EG-II, Oct, 2014, issued by Ministry of Communications and Information Technology). In this direction, all the Forest Officers up to the rank of DFOs in J&K Forest Department were allotted NIC email accounts in 2014-15 but due to non use of these accounts, most of these email accounts got inactive. The utility of these NIC email accounts has been felt now when the officers are finding difficult to register themselves on GeM portal in absence of NIC email accounts.

Non-use of any NIC email account for successive 90 days renders it inactive. The updating/linking of mobile numbers of the incumbent officers with these designation based official NIC email ids enable to revive these accounts by using Forget Password option on email.gov.in as the OTP shall now be delivered on the mobile of the officer. A list of all such designation based email accounts containing the latest details in respect of officer name and mobile is enclosed for ready reference of all officers.

In order to ensure proper use of these NIC email IDs for official purposes, the following guidelines are here by underlined to be followed in letter and spirit:-

- a. All the officers shall use only NIC email accounts for official communications;

- b. The NIC email account shall be logged in at least once in a week so as to ensure that it stays active all the time;
- c. In case of transfer of any officer, the outgoing officer shall handover the password of the NIC official email account to the Joining Officer during handover takeover of Charge;
- d. The new officer shall update his/her mobile No. with the official NIC email account;
- e. The officer shall use his/her NIC email account for registering on GeM portal;
- f. Any technical difficulty faced with functioning of these official NIC email account shall be communicated to Mr. Arun Sharma, IT cell (aks-ict2018@jk.gov.in) who shall take up the matter with the NIC for resolving this.


(Dr. Mohit Gera), IFS

Pr. Chief Conservator of Forests,
J&K

No: *pcsf/Coord/Endan/149/1193-1233*

Dated: *15-2-2020*

Copy to:-

1. The Principal Chief Conservator of Forests, J&K Forest Department for favour of information.
2. APCCF/The Chief Executive Officer, CAMPA.
3. The Chief Conservator of Forests, Working Plan Research and Trainings.
4. The Chief Conservator of Forests, FCA
5. The Chief Conservator of Forests, Projects and Planning
6. The Chief Conservator of Forests, Jammu/Kashmir
7. The Chief Conservator of Forests, Settlement and Demarcation.
8. All Conservator of Forests Jammu/Kashmir
9. All Divisional Forest Officers.