



क्रमांक./No. E-12013/1/2010-IT
भारत सरकार / Government of India
गृह मंत्रालय / Ministry of Home Affairs
समन्वय निदेशालय / Directorate of Coordination
पुलिस बेतार / Police Wireless



खंड संख्या 9/ Block No. 9,
केन्द्रीय सरकार कार्यालय परिसर /CGO Complex,
लोधी रोड, नई दिल्ली-3/Lodhi Road, New Delhi-3
दिनांक / Date - 14th Oct, 2025

परिपत्र/Circular

Subject: Mandatory Use of Official Email and Compliance with NIC Email Usage Policy.

It has been observed that many officers /officials are not regularly accessing their official email accounts, which are essential for timely and secure communication within the organization. The official email ID provided by NIC (National Informatics Centre) is the authorized medium for all government correspondence.

2. In view of the above, all officers and officials are hereby directed to regularly use their official email IDs for all office-related communication. It is mandatory to use the official email for internal and external communication related to official matters.
3. As per NIC guidelines, users are required to log in to their email accounts at least once in a week. Failure to do so may result in the account being marked as dormant and subsequently deactivated.
4. Dormant user accounts are defined as email accounts that have not been logged into by the user for a period exceeding one month, even though the account remains technically active. Once marked dormant, the restoration of access may involve procedural delays and require justification.
5. Non-compliance with this circular will be viewed seriously. Failure to use the official email system or allowing it to become inactive may be treated as dereliction of duty, and necessary disciplinary action may be initiated as per rules.

All concerned are instructed to ensure strict adherence to the above directions. For any clarification or technical assistance regarding email login or access issues, the IT Section /Nodal Officer may be contacted.

Koushal
14/10/2025
K.Saha
Deputy Director(IT)

Copy to:-

1. PS to Director.
2. PA to Addl. Director (HQ)/ PA to Addl. Director(OPS).
3. All JDs/DDs/ZAOs.
4. I/C of All sections HQrs/CPRTI/POLNET Hub.
5. I/C of ALL ISPW Stations/ALL RPWTIs.
6. AD(IT); for uploading on the website of DCPW.
7. File.