

No.F.18-21/Stat/For-14-15/ 91277-330  
Government of Tripura  
Office of the Principal Chief Conservator of Forests  
Aranya Bhawan, Pandit Nehru Complex  
Tripura: Agartala

Dated, Agartala, March 29<sup>th</sup>/03/2018

**CIRCULAR**

At present, various communications in the department are being made using personal e-mail IDs of officials. It has now been decided that Department would completely switch over to NIC e-mail IDs. In case of officer under posting, ifs-nic/personal e-mail ID may be used till he is posted. This would have the advantage of sending bulk e-mails regarding various communications and reporting from HQ and field offices, generation of SMS alerts and gradually moving towards e-office.

2. Accordingly, e-mail IDs have been created in the NIC domain for each post from PCCF & HoFF upto SDFOs and Sections-in-charge of FHQ, which have been sent over SMS to the respective mobiles on 13/02/2018 (with validity of 90 days for first log in) as indicated in the enclosed list of e-mail IDs.


3. All the officials of the Department at the level of SDFOs and above as well as officials posted in the HQ (including Sections-in-charge) are requested to immediately log in on the NIC portal [www.mail.gov.in](http://www.mail.gov.in) with the respective e-mail IDs/ password sent to them by NIC in their registered mobile numbers, change password and start using the NIC e-mail IDs for official communication w.e.f. 1<sup>st</sup> April, 2018. It may please be noted that w.e.f. 1<sup>st</sup> April, 2018, communication over personal IDs/ e-mail IDs other than the NIC email ID will not be accepted.

4. It may also be noted that whenever there is a transfer of incumbent, it shall be the duty of the relieved official/ staff as well as relieving official/ staff to hand over/take over the password and to change the registered mobile number and password immediately after taking over the charge.

5. All concerned may kindly note and comply. Should there be any difficulty, Shri S. Soorya Narayan, IFS; ACF/DCF (IT) may be contacted over his mobile number-8131892336.

6. This issues with the approval of PCCF & HoFF, Tripura.

**Encl: As stated.**

  
[Angshuman Dey]  
Chief Conservator of Forests (IT & Stat.)

To

1. All officials of FHQ.
2. All DFOs.
3. All SDFOs/ WLWs.
4. CEO & PD, Tripura JICA Project.
5. CEO & PD, IGDC Project.
6. DCF (WP-I/II, Research, Training).
7. All Sections-in-charge of FHQ.

Copy to :-

1. PS to PCCF & HoFF, for kind information of PCCF & HoFF.
2. PS to Addl. PCCF ( FCA)/( APR)/( P & D) & ( IT & STAT).
3. DCF(HQ), for information and necessary action.
4. ACF/ DCF (IT), for information and necessary facilitation if required.
5. Website of Forest Department.
6. Guard File.
7. E-mail.

  
Chief Conservator of Forests (IT & Stat.)