



IMPORTANT

	<p>कार्यालय, रक्षा लेखा नियंत्रक उदयान विहार, नारंगी, गुवाहाटी-781171 OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS UDAYAN VIHAR, NARANGI, GUWAHATI-781171 Tel No. 0361-2640394, 2641142 Fax No .0361-2640204 Email – cda-guw@nic.in</p>	
-----------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------

No. CDA GUW/IT&SW/368/NIC-MAIL/2025/VOL-I

Date:04.02.2026

Circular No:- 15

To  
The Officer In-charge  
All Sub-offices  
All sections (Local)

Subject: Non-utilization of migrated email accounts.  
Reference: HQrs Circular No. Mech/IT&S/148/Website/Internet/Vol-II

\*\*\*\*\*

Kindly refer to the HQrs instruction cited above, regarding non-utilization of migrated email accounts to the new platform.

In this regard, several officials have not logged in to their accounts since the opening of accounts is enclosed. Further, a lot of email IDs also remain dormant due to non-usage for more than one month.

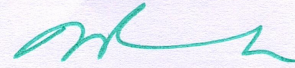
In this regard, all officers and staff are hereby instructed to ensure immediate activation and regular use of their NIC email IDs for all official correspondence, so that they do not become dormant.

**It is reiterated that non-compliance with the above instructions will result in deactivation of the NIC email IDs without further notice and reactivation requests in that regard will not be considered.**

All Officer-in-charge of M.O and sub-offices of CDA Guwahati are requested to furnish a compliance report on or before 5/02/2026 by 11 a.m.

This is issued with the approval of CDA.

Encl: As above



(S Prashanth Kumar)

GO(IT)