



Government of West Bengal
Directorate of Forests
Office of the Principal Chief Conservator of Forests, Head of Forest Force
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Visit us at: www.westbengalforest.gov.in



No. 9518 /STC/2M-13/16

Dated: Kolkata the 11/01/2019

To :

All Chief Conservator of Forests/ Field Directors
All Conservator of Forests
All DFOs, DCFs , DFDs & Directors SFTI, BF School.

Sub: Designation based NIC email accounts and procurement through GeM

Ref: This office no.5446/ STC/2M-13/16 dt 31.08.2018

Sir,

In response to this office letter cited above, a few cases were referred to this office for either change of mobile numbers or for creation of new IDs. Since, most of the units have not responded in spite of reminders for activation of NIC mail IDs, it is presumed that, their designation based NIC mail IDs are active.

The matter has been discussed with NIC and it is informed that at present the system of offline creation of IDs is discontinued and entire process has been made online. Since the entire process has been made online and user driven, you are requested to follow the following procedure to create a designation based NIC mail IDs. An officer with the valid designation based NIC mail ID should take the following steps:

1. Visit the NIC e- Forms - www.eforms.in
2. Follow on screen instructions and continue
3. In the Next screen double click - registration forms
4. Authenticate yourself with the nic mail credentials
5. After authentication process is successful you will be taken to the next screen in which select EMAIL (email services for Government of India)
6. Then follow the online instructions

Upon successful submission you will receive an email in your designation based NIC mail from eforms@nic.in with a reference number for further checking the status of your request. For further assistance, if any, NIC helpline - 1800-111-555 may be contacted.

For the creation of NIC email please keep the following ready in respect of whom designation based email ID is to be created:

- a) Full name
- b) Designation
- c) Department
- d) Date of birth
- e) Date of retirement
- f) Proposed designation based NIC id ending with @nic.in
- g) Short form of the proposed designation based ID

Further, It is also suggested that, as the financial year is coming to an end, for the current year, you may prefer to register different users in GeM portal with those working with you who have active designation based NIC mail IDs, irrespective of the authorization chart issued by this office vide no. 5293/MIS-2M-1418/2018 dt 28.08.2018.


(N.K. Pandey., IFS)

Principal Chief Conservator of Forests, HoFF, W.B

No. 9519 /STC/2M-13/16

Dated: Kolkata the 11/01/2019

Copy, forwarded for information to: -

1. The Principal Chief Conservator of Forests, Wildlife & CWLW, W.B.
2. The Principal Chief Conservator of Forests, RMD, W.B.
3. All Addl. Principal Chief Conservator of Forests, West Bengal


Principal Chief Conservator of Forests, HoFF, W.B