



ICAR-National Dairy Research Institute
(Deemed to be University)
Computer Centre

File No.: CC1/2026/01

Date: 30/07/2026

CIRCULAR

It is hereby informed that ICT Services, ICAR Headquarters has intimated that the NIC e-mail IDs which remained inactive for a prolonged period and were not migrated from the Zimbra platform to the Zoho platform have now become inactive. It has further been informed that such previous NIC e-mail IDs cannot be restored, and therefore, new NIC e-mail ID are required to be created.

Accordingly, all officials/staff members (**except MTS staff**) of the Institute whose NIC e-mail IDs have become inactive are requested to submit the prescribed proforma (enclosed) to the Computer Centre, ICAR-NDRI, Karnal for further processing.

The following document is required to be submitted:

- Duly filled and signed prescribed proforma, duly recommended/forwarded by the concerned Head of Division (HoD)/Section In-charge.

The completed proforma may be submitted to the Computer Centre on or before 05-08-2026. The Computer Centre will scrutinize all the received proformas and obtain the approval of the Competent Authority collectively before forwarding the approved proposals through the official NIC e-mail ID of the Director to ICT Services, ICAR Headquarters, for creation of the new NIC e-mail IDs.

All concerned officials/staff members (**except MTS staff**) are requested to submit the prescribed proforma within the stipulated time to avoid any delay in processing their requests.

This issues with the approval of the Competent Authority.


30/07/26
I/C Computer Centre

Distributions: -

1. All Heads of Divisions/Sections.
2. All Scientists/Technical/Administrative Staff.
3. PPS to Director.
4. PPS to JD (Admin)/Sr. Registrar
4. Institute Website / Notice Board.

Proforma for NIC email ID Creation(@icar.org.in)

Name :	
Designation :	
Institute Name :	
Mobile no. :	
DOB :	
DOR :	
Old NIC email ID :	
Preferred NIC email ID :	
EHRMS Code :	

I undertake that the email ID provided to me by the DA-Admin, ICAR, shall be used optimally and that I will log in to it at least once every month. If the email ID remains dormant for more than 30 consecutive days, the DA-Admin, ICAR, may delete the email ID without prior notice, and the data in the email shall not be recoverable.

(Signature and Name)
(Applicant)

(Signature and Name)
(With Stamp)
(HOA/Director)