लोकहितार्थ सत्यनिष्ठा
Dedicated to Truth in Public Interest

कार्यालय प्रधान महालेखाकार (ले व ह)-II,
महाराष्ट्र
सिविल लाईन्स, नागपुर - ४४०००१
OFFICE OF
THE PRINCIPAL ACCOUNTANT GENERAL
(A&E)-II MAHARASHTRA
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आज़ादी का अमृत महोत्सव

No.WM-I/E-III/Active Email Usase / TR - 335 Date : 02-11-2026

Circular-103

Subject: Regular use of official e-mail for digital correspondence.

Headquarters has been issuing instructions from time to time regarding regular access to official e-mail accounts. Accordingly, this office had already issued instructions vide Circular NO. 82 dated 11-02-2026 for compliance. However, it has been observed that a considerable number of officers and officials are still not accessing their official e-mail accounts regularly.

It may be noted that, as per the applicable NIC policy, e-mail accounts that remain inactive for the prescribed period are liable to be suspended, deactivated or permanently deleted, along with the associated data, in accordance with the applicable policy. Restoration of a permanently deleted account or recovery of its associated data may not be possible.

In view of the above, all officials of DAO/DA cadre are hereby directed to access their official e-mail accounts regularly, **preferably at least once every 15 days and, in any case, at intervals not exceeding 20 days**. Official e-mail accounts shall be used for receiving instructions, circulars, office orders, transfer and posting orders and other official communications, as well as for official correspondence wherever appropriate.

- It is further reiterated that official e-mail IDs created under the**@cag.gov.in** domain shall be used strictly for authorised official purposes and shall not be used for any unauthorised or non-official activity.

All officials of DAOs/DAs cadre are once again directed to ensure strict compliance with the instructions regarding regular access to their official e-mail accounts to avoid suspension, deactivation or permanent deletion of their accounts. It is further reiterated that, in the event of permanent deactivation or deletion of an account under the applicable NIC policy, restoration may not be possible, and the data associated with the account may not be recoverable.

[Sr. Dy. Accountant General (Works Accounts) approval dated: 02/11/2026]

sd

Sr. Accounts Officer/WM-I

Copy to:

1. The Sr. Accounts Officer/WM Cell O/o the Accountant General (A&E)-I,

Maharashtra, 101, M.K. Road, Second floor, Pratistha Bhavan, Mumbai-20 for information.

2. Secretary to DAO/DA Association, Maharashtra.
3. Sr. Accounts officer/EIS for uploading in website.
4. Circular file.

Sr. Accounts Officer/WM-I