



भा.वा.अ.शि.प.-वर्षा वन अनुसंधान संस्थान  
ICFRE-RAIN FOREST RESEARCH INSTITUTE  
भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद

Indian Council of Forestry Research and Education  
पर्यावरण, वन और जलवायु परिवर्तन मंत्रालय, भारत सरकार

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## Office Circular

Following the verification of necessary data at individual's end for the creation of NIC/Govt. email accounts, the information was submitted to ICFRE. The NIC/Govt. email, e-Office are SMS-based applications, and most users received SMS notifications upon the creation of their email accounts. Users who did not receive SMS notifications were asked to try login with various possible email formats. It has been observed that common reasons for not receiving SMS notifications include the surrender of SIM cards, issues with mobile devices or deactivated status of SIM cards. Therefore, it is advised that users should not surrender or deactivate the mobile numbers provided for the creation of their email accounts until the e-Office implementation process is complete. In different times, employees are asked to submit their mobile numbers for use in various office applications, as the mobile number is now-a-days treated as a part of one's identity. To streamline the office process, users are advised to provide the same mobile number for all office applications and avoid submitting different numbers at different times. Any unavoidable changes to one's mobile number should be reported to the office immediately.

  
(Dr. Nish Kulkarni)  
Director

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All the HoDs, Divisions/Section/Centres, ICFRE-RFRI for necessary circulation and compliance.