



राष्ट्रीय प्रौद्योगिकी संस्थान अगरतला

**National Institute of Technology, Agartala**

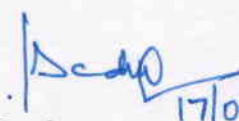
Agartala, Tripura, India, Pin -799046

**F. NITA-76(3-NW)/Networking/2017/Office Orders & Circulars/561015 Date: 19/09/2025**

**OFFICE ORDER**

**Subject: Usage of Institute Email-ID for Official Communication.**

1. This is for general information that an email solution has been setup for Institute Email-Id under Microsoft O365 A3 Cloud Applications. All teaching, non- teaching, scholars and students (less first year) of the Institute are hereby directed to update their mail address with suffix @nita.ac.in.
2. Please note that the use of personal mail id for official communication is not permitted. All Dean(s), HoD(s), and Section heads are requested to ensure adherence to usage of only official mail ids by members and staff of the department/section/office. The migration to office mail ids and its updation in MIS account be completed by 20.10.2025 positively.
3. All department/committees to organize VC on Microsoft Teams only with immediate effect.
4. System administrator may be contacted for any query/ difficulties in this regard.
5. This is with the approval of competent authority.

  
Registrar  
NIT Agartala

Copy to:

1. PS to the Director, NIT Agartala for kind information to the Director.
2. The Registrar, NIT Agartala.
3. All Deans.
4. All HODs.
5. All Section In-Charges.
6. The Chairman, Computing & ICT with a request to arrange for uploading the Office Order in the Institute Website.

  
Registrar  
NIT Agartala