# GOVERNMENT OF ANDHRA PRADESH

# OFFICE OF THE COMMISSIONER OF TECHNICAL EDUCATION ANDHRA PRADESH :: VIJAYAWADA

### Cir.Memo.No.FI/2203/2021

#### Dated: 12.07.2021

Sub:Technical Education – Establishment – e-office – Certain instructions in processing of files through e-office – Issued.

Ref: This Office Circular Memo. No.EHE02-19030/2019-OSD-CTE, dated 01.02.2019 and 11.02.2019 \*\*\*\*

In the reference cited, certain instructions were issued for effective implementation of e-office. It is brought to the notice of the undersigned that the Principals of some Govt. Polytechnics are facing problems in implementation of e-office regarding validity of dongles, recovery of forgotten passwords etc.

In this connection, as per instructions of Commissioner of Technical Education, the Principals of all Govt. Polytechnics are hereby instructed to process the files through e-office, duly using their dongles with digital signatures. The staff members who don't have dongles, shall obtain the same from NIC Coordinating Team in the respective Collectorates.

For any assistance regarding new dongles, extension of validity of dongles or password recovery etc., the Principals of all Govt. Polytechnics are instructed to contact Sri U.V. Praveen Kumar, Senior Assistant (Mobile: 8801908850, email ID: uvpraveen06trr@gmail.com) of this office in this regard.

Please treat this as most urgent.

Encl: password reset document.

Sd/- A. Nirmal Kumar Priya, For COMMISSIONER

To The Principals of all Govt. Polytechnics in the State. Copy to the RJDs(TE), Kakinada & Tirupati

For COMMISSIONER.

### STEPS TO RESET THE GOVERNMENT EMAIL ID PASSWORD (email.gov.in)

### 1.Open https://email.gov.in

# 2. Click on forget password



3.Enter Email address and enter displayed below characters

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5. Enter the new password, re-enter to confirm the password and enter the content of the image below.



6.After completing the process try to login using your new password using the website email.gov.in.