Circular

Sub:- Change in mode of receipt of all communications to Indian Nursing Council (INC) and sending reply from INC through e-mail only reg.

Please refer to this office circular even No. dated 25.05.2021 on the above subject. In this connection it may further please be noted that the communication addressed to INC in the mail id:- nodalofficer.inc@gov.in are received without proper name and address of the sender. It is also noted that many of the institution are sending their communication without the concerned School Code and letter in image format. INC will not be able to locate the institution without the School Code. Further for the safety of the communication it is necessary that all attachments/documents with communication are sent in the pdf format so that nobody can change the content.

In view of the above, all the communications should be sent with full name, address of the sender, concerned school code if applicable and invariably in the pdf format not in the image format. All concern are may please note the above requirements while sending the communication.

Lt Col (Dr) Sarvejot Kaur
Secretary

Copy to

1. INC website
2. All Staff/ Contractual Employees
3. All SNRC/ Universities/Nursing Educational Institutions