

स्वास्थ्य एवं परिवार कल्याण मंत्रालय के तहत सांविधिक निकाय  
Statutory Body under the Ministry of Health & Family Welfare

F.NO 22-40/Web/2025-INC

Dated:-

09 SEP 2025

## Notification No-8 of 2025

**Sub:- Maintaining of permanent Email-id for all the institutions for correspondence purpose reg.**

In continuation of the circular dated 25<sup>th</sup> May 2021, this is to bring to the attention of all the Nursing Institutions who are applying for the INC suitability, that while applying for the suitability of INC for new institutions, renewals, and enhancement the Email-id of the institutions shall be same in all the application used for correspondence.

Therefore, it is advised that all institutions must maintain a unique and permanent Email-id and same Email-id should be used/entered while applying for INC suitability under Section 13 and 14 of the INC Act.

Further, it is informed that INC will send its correspondence through the Emails only not through physical post/courier. In case any institution changes its mail id in INC application same will be entertained only after submitting the notarised affidavit by the institutions.

**Note:-** For S.No 1 to 5 applications available under institution login at INC website, the letter can be downloaded by using user ID and password. The application are processed online and hence no email correspondence will be done for the above application. However email will be sent including URL & inspection details for conduct of inspection.



**Col (Dr) Sarvjeet Kaur**  
Secretary

Copy forwarded to:-

1. Registrar, All Universities
2. Registrar, All State Nursing Councils
3. Principal, All Schools/Colleges of Nursing
4. INC Website

उपचर्या शिक्षा के एकसमान मानक प्राप्त करने के लिए प्रयासरत  
Striving to Achieve Uniform Standards of Nursing Education

Website: [www.indiannursingcouncil.org](http://www.indiannursingcouncil.org) E-mail: [secy.inc@gov.in](mailto:secy.inc@gov.in)

Phone: 011-66616800, 66616821, 66616822