

## Email Naming Convention - *Role specific*

- Director  
[director@nifs.ac.lk](mailto:director@nifs.ac.lk)
- Secretary  
[secretary@nifs.ac.lk](mailto:secretary@nifs.ac.lk)
- Librarian  
[librarian@nifs.ac.lk](mailto:librarian@nifs.ac.lk)
- Accountant  
[accountant@nifs.ac.lk](mailto:accountant@nifs.ac.lk)
- Lab Manager  
[labmanager@nifs.ac.lk](mailto:labmanager@nifs.ac.lk)
- Internal Auditor  
[auditor@nifs.ac.lk](mailto:auditor@nifs.ac.lk)
- Administrative Officer  
[ao@nifs.ac.lk](mailto:ao@nifs.ac.lk)
- Media Officer  
[media@nifs.ac.lk](mailto:media@nifs.ac.lk)
- Web Developer  
[web@nifs.ac.lk](mailto:web@nifs.ac.lk)
- Contact NIFS , RTI  
[info@nifs.ac.lk](mailto:info@nifs.ac.lk) , [rti@nifs.ac.lk](mailto:rti@nifs.ac.lk)

## Email Naming Convention - *Departments*

- Director's Office  
[dir@nifs.ac.lk](mailto:dir@nifs.ac.lk)
- Library  
[library@nifs.ac.lk](mailto:library@nifs.ac.lk)
- Administrative Division  
[admin@nifs.ac.lk](mailto:admin@nifs.ac.lk)
- Procurement Division  
[procurement@nifs.ac.lk](mailto:procurement@nifs.ac.lk)
- Internal Audit Division  
[audit@nifs.ac.lk](mailto:audit@nifs.ac.lk)
- SEDU  
[sedu@nifs.ac.lk](mailto:sedu@nifs.ac.lk)
- Maintenance Division  
[maintenance@nifs.ac.lk](mailto:maintenance@nifs.ac.lk)
- Computer Unit  
[computer@nifs.ac.lk](mailto:computer@nifs.ac.lk)

*\*will be accessed by the Head of the departments and/or appointed person by the head of the department*

# Email Naming Convention - *Individual Accounts*

First Name/ Known Name . First Two Characters of  
the Last Name@nifs.ac.lk

viraj.ek@nifs.ac.lk