



I.I Permanent Staff

FORM FOR REQUISITION OF OFFICIAL EMAIL ID

Employee ID	:
Name	:
Department/ Wing	:
Controlling Officer	:
Current Email address*	:
Mobile Number	:

Note

1. Please spell the names and all other information sought above correctly.
2. *This Email address should be currently used by you.
3. The filled in form should be submitted after getting duly signed from the respective Controlling Officer.
4. An official Email address would be created within 48 hrs. - 72 hrs.
5. Information regarding the official Email address created would be sent to your current Email address.
6. A copy of the Employee ID card should be submitted along with this form.
7. The email account will be deactivated once the employee leaves the institution.

Date:

(Signature of the Employee)

(Signature of the Controlling Officer)