



I.V Project Scientist/Project Associate/ Technical Assistant

FORM FOR REQUISITION OF OFFICIAL EMAIL ID

Staff ID	:
Name	:
Designation	: PRSC / PRAS / TA
Principal Investigator	:
Dean of the Faculty	:
Project	:
Duration of Contract	:
Current Email address*	:
Mobile Number	:
Date of Joining and Order No	:

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 Principal Investigator and Dean of the faculty.
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 appointment order should be submitted along with the form.
7. The email account will be deactivated once the individual leaves the institution.
8. Individual should get their Liabilities cleared from ICTeG department on leaving the institution.

Date:

(Signature of the PRSC / PRAS / TA)

(Signature of the Principal Investigator)

(Signature of the Dean of the Faculty)