



### Official / E-Mail ID Opening Form

1. Name of the Applicant \_\_\_\_\_
2. Designation \_\_\_\_\_ 3. Dept: \_\_\_\_\_
4. Date of Joining \_\_\_\_\_
5. Contact No. \_\_\_\_\_
6. Existing E-mail ID (if any) \_\_\_\_\_
7. Preferred E-mail ID \_\_\_\_\_
8. Category of Applicant Staff / Faculty / Contractual / Student / Research
9. Any Other information \_\_\_\_\_

**Approval of the Head of Department/Section  
with Name & Designation**

**Signature of the Applicant**

- All fields are mandatory. For records please fill all the information clearly.



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