



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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