

PRO FORMA FOR ISSUANCE OF EMPLOYEE CODE / NAME BASED EMAIL ID

To,

The Dy. /Asstt. Director (Systems)

RCC Chandigarh / Amritsar / Rohtak / Jalandhar

Sir / Madam,

Sub: Request for issuance of Employee Code / name based email ID – reg.

Sr. No	Particulars	Details	
1	Employee Code		
2	First Name (in capitals)		
3	Last Name (in capitals)		
4	Middle Name (in capitals)		
5	Date of Birth (dd-mm-yyyy)		
6	Designation		
7	Present Posting details	Date of joining Present station (dd-mm-yyyy)	
8		Date of joining the Department (dd-mm-yyyy)	
9		Station of Posting	
10		Reporting Authority Designation	
11	Birth State		
12	Birth Place		
13	Current address		
14	Home town		
15	Mobile No:		
16	Email ID (personal)		
17	Aadhar Number		
18	PAN Number		
19	Marital Status		

*** All fields are mandatory.****** This pro forma should be submitted to the concerned RCC (Chandigarh/ Amritsar/ Rohtak/ Jalandhar) for issuance of Employee code or name based email ID.****A. Officer's / Official's Certificate**

The above information / details furnished by me are true and correct.

Signature of the Officer / Official

Dated:

B. DDO's/AO's Certificate

The above requested / suggested information submitted by the officer/official is as per the service record(s) of the Officer/Official as per the evidence placed before me.

Signature & stamp of the DDO/AO

Dated: