University of North Bengal

Requisition form for seeding e-mail account to access the online Payroll System for Non-Teaching Employee (Permanent)

(USE BLOCK LETTERS ONLY – ALL FIELDS ARE MANDATORY)

1. Full Name : _____

2. Designation : _____

3. Department/Centre : _____

4. Alternative Email ID : _____

5. Mobile No. : _____

6. Employee Code : _____ (Attach photocopy of the University ID Card)

   OR

   Employee ID : _____ (Attach photocopy of the Last Salary Slip)
   (mentioned in salary slip)

Signature of the applicant   Signature with Seal of the Head of the Department

Date: Date:

_____

Note: Signed copy to be submitted at CIRM