

University of North Bengal



REQUISITION FORM FOR E-MAIL ACCOUNT/ONLINE ACCESS TO PAYROLL SYSTEM (For Non-teaching Employee)

(USE BLOCK LETTERS ONLY – ALL FIELDS ARE MANDATORY)

Tick (✓) whichever is applicable :

<input type="checkbox"/> Required both institutional email account and access to Payroll System	<input type="checkbox"/> Need salary slip emailed in existing non-institutional email account
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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