

(File Header)

Date: (DD-MM-YYYY)

To,
The District Magistrate & Collector
North Tripura, Dharmanagar

Subject: Request for creation of government email ID(s) for ____ employee(s) for use in eOffice.

Sir,

With reference to the subject cited above, I am hereby furnishing the details of the following employees in the prescribed format (Excel Sheet) for your kind perusal and necessary action.

Employee Details:

Sl. No.	Name	Designation	Employee Type	eOffice (Yes/No)	MailBox (Yes/No)
1.			Government/ Contractual		
2.					
3.					

Enclosure: Excel Sheet

Yours faithfully,

(Signature of Nodal Officer)

(Stamp/Designation)

Copy To:

1. The District Informatics Officer, North Tripura for information.

