

ICMR Employees New e-Mail & e-Office Creation Form		
	Filled & send to : muniasamy.hq@icmr.gov.in	
S.No	e-office activation : Filled by Regular & Contract staffs	
1	Name	
2	Designation	
3	Gender	
4	Date of Birth	
5	Mobile No	
6	ICMRHqrs/Name of the Institute	
7	Preferred email id	
8	Date of Retirement/Date of Completion of the Contract	
9	Employee Code (Only for Regular staff of ICMR Hqrs, it has to be collected from DDO Office )	
10	Reporting Officer Name	
11	Division Name	
12	Date of Joining Govt Service	
13	Joining Date in ICMR	
14	Present Full Address:-	
Filled by ICMR HQ Regular Employees only		
	Salary Details:-	
15	Pay Commission	
16	Salary Level	
17	Current Basic Salary	
18	Effective From Date	
19	Grade Name	
20	Index	
21	Effective To Date	
e-Leave workflow: Filled by ICMR HQ Regular Employees only		
22	Reporting Officer Name	
23	Approving Authority Name	
24	Admin Authority	Shri.Yogesh Kumar, Sr. AO
25	Admin Assistant Authority	
Signature of the Employee		Signature of the Division Head/Competent Authority with seal