COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
NEW DELHI

Form for Transfer/Closure of Email/e-Office Accounts

Name: ……………………………………………………………………………… ID: ...…………………

Designation: …..……………..……………… Section/Unit/Division/Directorate: …..……………..………

The undersigned is being *(Tick appropriate reason):*

☐ Superannuating   ☐ Transfer within office   ☐ Transfer outside   ☐ Leaving due to other reason

Following email account/s with corresponding e-office accounts are in my name:

S.no.	e-mail id	Mobile no.	e-office a/c (yes/no)	Request for

<div align="right">Signature of the user with date</div>

In case of superannuation:
Note: The email account gets inoperative on the date of superannuation. In case extension upto max. of one year is required due to functional requirement, approval with justification is required from your HOD.

Please extend the operation of email id …..………………..………………………….. issued in the name of …..……………..…………………..……… Designation …..…………….…..……………… upto …..……… due to …..………………..……………………………..………………..………..………………..…… …………………………………………………..……………………..…………….…..…………..

<div align="right">Signature of HoD
with date and seal</div>

In case of transfer within office:
Note: In case of transfer within office, there is a possibility of change in role of individual due to which position based e-mail ID and related e-office account need to be changed and be given to new functionary/role bearer. eFiles in e-office account needs to be transferred to other concerned user who is going to perform the pending tasks. It needs to be ensured that the accounts are not linked to any important portal such as GeM, e-procurement etc.

Email id …..………………..……………….. and e-office account …..……………………..………………
may please be transferred to …..………………..……………………………..…………………..……
Designation …..………………..……………… wef …..…………… Related NIC form is attached.

<div align="right">Signature of the present user with date</div>

In case of transfer outside office:

The undersigned is transferred to _____ (name of the organisation) which is/is not constituent of CSIR. It is an individual email account which is not related to any role and has not been used for any other portal. Please allow my e-mail account to be operative till _____(date) (max. one month from the date of transfer) to carry out email transfer procedure at the new place). I understand thereafter the account shall be closed.

<div align="right">Signature of the user with date</div>