### Form iii: Official Email ID/GeM ID request

(Fill separate form for each individual)

**Applied For:**  email ID ☐ GeM ID ☐

|  |  |
| --- | --- |
| **First Name (as on Adhaar Card)** |  |
| **Middle Name (as on Adhaar Card)** |  |
| **Last Name (as on Adhaar Card)** |  |
| **Employee No. (F.B. No.)** |  |
| **Email ID** |  |
|  |
| **Designation** |  |
| **Mobile No. (linked with Adhaar)** |  |
| **Date of Birth** |  |
| **Official Address with pin code** |  |
| **Official Telephone** |  |
| **Alternate email ID** |  |
| **Correspondence address with pin code** |  |
| **Pan No. (for GeM ID)** |  |
| **Required Role in GeM ID** | **Buyer ☐ Consignee ☐ Paying Authority(P.A.O.) ☐** |

**\*Reporting Officer \*Reviewing Officer \*Final Authority**

**Name Name Name**

**Designation Designation Designation**

**F.B.No. F.B.No. F.B.No.**

(\*Please sign and submit via DMS/e-mail)**For IT office use only:**

|  |  |
| --- | --- |
| **Request No:** |  |
| **Fulfilled by:** |  |
| **Completed on:** |  |
| **Remarks if any concern:** |  |