

Email Creation Format:

For Personal Email

First Name	Last Name	Designation	Type of Employee (Regular/contractual)	Office Address	State	Country Code	Mobile Number	Date of joining	Date of Retirement	ERP/Dhanwantari user Id	Date of Birth

For Designation based email

Display Name	Designation of concerned Officer	Office Address	State	Country Code	Mobile Number of concerned Officer	Date of Retirement of concerned Officer	Date of Birth of concerned officer

Email Activation Format:

First Name	Last Name	Designation	Email Address	Type of Employee(Regular/contractual)	Office Address	State	Country Code	Mobile Number	Date of Retirement	ERP/Dhanwantari user Id	Date of Birth

Mobile Number Change Format:

Email Address	Contact Number	Name	Designation

Email Deactivation Format:

**For
Personal
Email**

First Name	Last Name	Designation	Email Address	Reason for deactivation of Email	Type of Employee (Regular /contractual)	Office Address	State	Country Code	Mobile Number	Date of Retirement	ERP/Dhanwantari user Id	Date of Birth

**For Designation based
Email**

Email Address	Reason for deactivation of Email