

From:

To,

State Informatics Officer,  
NIC UT Unit,  
UT Secretariat, Sector 9D  
Chandigarh

Dispatch No: .....

Dated: .....

Subject: Regarding updating of user detail corresponding to email id .....

Respected Sir,

With reference to above said subject, the following details corresponding to email id  
..... needs to be updated as mentioned below:

Employee Name : .....

Designation : .....

Employee Category : Regular [ ] or Contract [ ]

Mobile No : .....

Date of Birth (DD-MM-YYYY): .....

Date of Retirement (DD-MM-YYYY): .....

Office Landline No : .....

Office Address : .....

.....

.....

Regards

Name and Signature  
With Office Stamp