Annexure 1

Sl no	Name of Employee	Design ation	Joining Date in the Department	HR MS user ID	Mobile no and e-mail id	Reporting Officer(Name and Designation) (email-id and Mobile No)	Reviewing Officer(Name and Designation) (email-id and Mobile No)	Accepting Officer(Name and Designation) (email-id and Mobile No)

Note: email-id and Mobile No are mandatory for generation of OTP