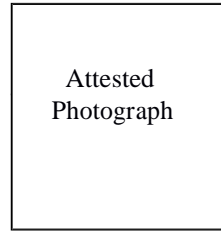


FTK-Centre for Information Technology
Jamia Millia Islamia, Jamia Nagar, New Delhi-110025

Application form for the creation of E-mail Account

1. Name (in Block Letters) :
2. Department/Office :
3. Designation:
4. Employee ID:
5. Category (Please tick on applicable) :
 - Faculty Member
 - Administrative Staff
 - Regular/Contractual/Outsourced
 - JRF, SRF, PDF (engaged in teaching only)
7. Address for Communication:
8. Office Tel. No.: E-mail ID:



UNDERTAKING BY THE APPLICANT

I understand that the email facility is to be used for academic/official work only. I undertake that I will use this facility only for academic/official work and that I will not allow any outsider to use my account for sending/receiving e-mail.

For JRF, SRF, PDF (Only those engaged in teaching) : *I further understand that the email facility has only been provided to me for facilitating teaching work. My account will be deactivated/closed once my teaching engagement is over or my Phd.D. is submitted.*

Date

.....
Signature of the Applicant

Recommendation of the Head of the Department/Office

I recommended that email account may be opened for Dr./Mr./Ms.....

For Contractual/Out Sourced Employee

*I Head/Director undertake that my office would inform FTK-Centre for Information Technology to close the above account, in case Dr./Mr./Ms .
..... leaves JMI service or is removed by JMI for any reason.*

For JRF, SRF, PDF (Only those engaged in teaching) :

*I Head/Director undertake that my office would inform FTK-Centre for Information Technology to deactivate/close the above account, in case Dr./Mr./Ms.
..... is not engaged in teaching /submits his/her Ph.D. thesis.*

Date

.....
Signature of the Head
with Official Seal

For Office (CIT) Use Only

EMail account of Dr./Mr./Ms..... may be opened.

Email - ID:

Hony./Offfg Director

Password: