



Centre for IT Enabled Services

BGSB UNIVERSITY, RAJOURI-185234

Employee Proforma for availing official University Email ID

Name	
Contact	
School of Studies & Department/College/ Centre/ Section	
Designation	
Desired official Email ID@bgsbu.ac.in
Secondary Email (e.g. abc@gmail.com)	
Type of Position	<input type="checkbox"/> Permanent <input type="checkbox"/> Contractual
Purpose of Email	

Undertaking:

Iundertake that the official Email ID shall not be used for any other purpose other than academic/ official purpose and in case of misuse, I shall be liable for disciplinary action as per rule.

Date:

Signature of the Employee

Signature of Head./ Controlling Officer

Note: Duly filled form may kindly be submitted in the office of CITES or mailed to ccites@bgsbu.ac.in

For Official Use

Accorded Email ID:

Date:

Status: Created Rejected

Remarks:

Signature of Programmer, CITES

Signature of Coordinator, CITES