Email & Internet Access Login Request Form

(Faculty, Staff & Project Staff)

CITSC, IIT Bhubaneswar – 2014

Instructions:

- Please fill in all fields as indicated in Block Letters only and one form per login.
- The filled form needs to be forwarded by relevant office and approved by the reporting officer
    - In case of Faculty/Contractual Faculty – Forwarded by Establishment Section & Approved by Head of School.
    - In case of Staff/Contractual Staff – Forwarded by Establishment Section & Approved by Reporting Officer (Officer or AR or Registrar or Heads or PIC).
    - In case of Project Staff – Forwarded by SRI
    - C Office & Approved by PI (Faculty).
    - In case of Outsourced Staff – Forwarded by Heads/PIC/Reporting Officer & Approved by (AR (Estt) or Registrar)
    - In case of contractual staff (teaching & non-teaching) and project staff the date of completion of contract or end of project needs to be included. The email ID and Internet access login will be deactivated a month from this date.(In case of change of status of the staff employment, the CITSC needs to be intimated in writing within the month's time to keep the Email / Login ID active.)
    - Filled in application form to be sent to CITSC.

Prefix: Prof. / Dr. / Mr. / Ms.

First Name: _____

Middle Name(s): _____

Last Name: _____

Designation: _____

School / Section / SRIC Project No: _____

Employee Code / Staff ID Number: _____

Date of Contract Expiry / Project completion: _____

List of Preferred Email IDs(CITSC reserves the right to choose any or none of the alternatives):

1. _____@iitbbs.ac.in
2. _____@iitbbs.ac.in
3._____@iitbbs.ac.in

Email to Send Login & Password: _____

_____   _____

(Signature of Faculty / Staff / Project Staff)   **(Date)**

_____   _____

(Signature of Forwarding Office Representative/Officer)   **(Date)**

_____   _____

(Signature of Reporting Officer– HoS / Head / Officer / PIC / PI)   **(Date)**

(For CITSC Use Only)

Email & Login ID: _____**Temp Password:** _____

Signature of Staff: _____ **Date:** _____