FORM A

COMSATS Institute of Information Technology

Islamabad Campus

OFFICIAL EMAIL FORM

Date: ___ / ___ / ____

Fill with great care, Email Account created once, will not be changed.

I. USER INPUT (Use Capital Letters Only)

Employee Name: _____

Designation: _____

Department: _____ Campus: _____

Contact E-Mail: _____

(NOTE: Please provide hotmail / gmail / yahoo, etc. *NOT YOUR DESIRED* EMAIL ID)

II. PERSONAL INFORMATION (Required)

Important: Please affix a copy of *Employee card OR NIC* with this application.

Residential Address: _____

_____

Contact Phone: _____ Ext: _____ Mobile: _____

III. SUGGESTED / DESIRED EMAIL ID

HERE YOU CAN PUT SUGGESTIONs

Option1: _____ @comsats.edu.pk

Option2: _____ @comsats.edu.pk

Option3: _____ @comsats.edu.pk

IV. CONCERNED DEPARTMENT INPUT:

Signed by HoD:_____ Deptt. _____

V. INCHARGE EMAIL SERVER:

The user name option: _____ has been created and added in the group _____

Aumair Qayyum (Sr. Manager IT) Signatures: _____

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FOR OFFICE USE *ONLY*

Remarks: _____

_____

EMPLOYEE Signature : _____