ICT Cell

Date: 06/09/2022

Request to Activate the Deactivated Institute E-mail Id (name@cife.edu.in)

1. **Name:**

2. **Faculty/Staff:**
   (Designation at the time of Retirement/Transfer/VRS):

3. **If Student: Registration No.**

4. **Institute Email Id to be Activated:**

5. **Reason:**

6. **Duration: From………..to…………**

7. **Approval by Director (For Scientific Staff):**

8. **Approval by HOD/ Officer In-charge (For Staff Members):**

9. **Approval by HOD /Academic cell (For Students):**

➢ **Once the request is approved the application should be forwarded to SIC, ICT cell.**

➢ **(The approved Ids will be activated for 2-3 days only for Official/Academic / Downloading information, purposes only)**