



# हरियाणा केंद्रीय विश्वविद्यालय / CENTRAL UNIVERSITY OF HARYANA

(संसद के अधिनियम के तहत स्थापित / Established under the Act of Parliament)

जांट-पाली, महेन्द्रगढ़ (हरियाणा) / Jant-Pali, Mahendergarh (Haryana)

## ईमेल पंजीकरण प्रपत्र

## Email Registration Form

1. नाम/Name: .....
2. विभाग/कार्यालय / Department/Office: .....
3. पदनाम/डिग्री / Designation/Degree: .....
4. कर्मचारी आईडी/छात्र पंजीकरण सं./Employee ID/Student Registration No: .....
5. श्रेणी(संकाय-सदस्य/प्रशासनिक स्टाफ/शोध छात्र)/Category (Faculty Member/Administrative staff/Research Student): .....
6. तक वैध/Valid Upto: .....
7. संचार हेतु पता/Address for Communication: .....
8. संपर्क नं./Contact No.: .....
9. निजी ई-मेल आईडी/Private e-mail ID: .....

सत्यापित  
फोटो  
Attested  
Photograph

### वचन / Undertaking

मैं समझता हूँ कि ईमेल सुविधा केवल शैक्षिक/कार्यालयी कार्य के लिए प्रयुक्त की जानी चाहिए। मैं वचन देता हूँ कि मैं इस सुविधा का प्रयोग केवल शैक्षिक/कार्यालयी कार्य के लिए करूँगा और कि मैं ईमेल भेजने/प्राप्त करने के लिए किसी बाहरी व्यक्ति को अपना अकाउंट प्रयोग करने की अनुमति नहीं दूँगा।

*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.*

दिनांक/Date

आवेदक के हस्ताक्षर/Signature of the Applicant

### विभाग/कार्यालय प्रमुख की संस्तुतियाँ / Recommendation of the Head of the Department/Office

मैं संस्तुत करता हूँ कि डॉ./श्री/सुश्री ..... को ईमेल सुविधा दी जा सकती है।

I recommended that email facility may be given to Dr./Mr./Ms.....

दिनांक/Date

विभाग प्रमुख के हस्ताक्षर सील सहित/Signature of the Head with Official Seal

### केवल कार्यालय(कंप्यूटर केंद्र) के प्रयोग हेतु/For Office (Computer Centre) Use Only

डॉ./श्री/सुश्री..... हेतु कंप्यूटर सुविधाएँ/अकाउंट खोला जाए।

Computing Facilities/Account of Dr./Mr./Ms. .... may be opened.

ईमेल-आईडी/Email - ID: .....

सिस्टम अनालिस्ट/System Analyst

पासवर्ड/Password: .....

दिनांक/Date: .....



# Central University of Haryana

## Sub: Performa for undertaking institute email account

As of now we have not incorporate any undertaking regarding the institute domain email account, so a performa- is proposed for your consideration sir

I \_\_\_\_\_ S/o Shri \_\_\_\_\_ Scholar No. /Employee id: \_\_\_\_\_ undertakes that \_\_\_\_\_ (institute email) is allotted to me in the domain cuh.ac.in. I will immediately change allotted email password and will be responsible to maintain the privacy and integrity of my allotted email. I will never use official email id allotted to me in case I quit this organization and inform at [amit@cuh.ac.in](mailto:amit@cuh.ac.in)

Further I will act upon the following email usage policy rules.

- I will use my institute email only for official communication.
- I will never respond to an unexpected email or web site that asks my personal information or account login details.
- I will never click on suspicious email link and message through my email account.
- I will delete old/unused emails regularly from my email account for better utilization of web space .I will never be involved in any spam activities through my institute email. I will not indulge in unlawful activities through my institute email.

Signature

Name \_\_\_\_\_

Permanent Address \_\_\_\_\_

Mobile No. \_\_\_\_\_

Present Email id \_\_\_\_\_

(Out of CUH Domain)

Signature of STA/System Analyst

Registrar