

ICT Cell

Date:

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)**
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