

JAMIA MILLIA ISLAMIA

(A Central University by an Act of Parliament)
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File No. 657
15/1/14

URGENT Important

No.F.Notice./Admn.R.O./2013

January, 13, 2014

Sub: Collection of Email Id and password by the all employees up to the level of LDC

Please refer to the Registrar Office Notice No. "Notice/Admn.R.O./2013 dt 02-09-2013, regarding the subject cited above. In this regard, it has been observed that mostly staff members (faculty & Non-teaching) have not collected their Email Id from the Web Section, FTK-Centre for Information Technology. It has also been observed that mostly staff members, who have collected the Email Id, are not using the same for all official email communication.

The Deans/Directors/ Heads of the Departments and all officials are requested to please ensure that their staff (faculty & Non-teaching staffs up to the level of LDC) has collected their Email Id and Password.

Faculty & Non-teaching staffs up to the level of LDC, who have the official Email Id, are requested to use the same for all official email communication immediately.

Yours sincerely,

Shahid Ashraf
(Prof. Shahid Ashraf)
Registrar

Copy to the following for information and necessary action:

1. All the Deans/ HODs./ Directors of the centres/Offices/Schools of JMI, with request to inform the above to their staff (faculty & Non-teaching staffs up to the level of LDC).
2. The Secretary to the Vice- Chancellor, JMI.
3. The Asstt. Registrar, Registrar Sectt. JMI.
4. The Hony. Advisor, FTK-CIT, JMI.
5. The Addl. Director, FTK-CIT, JMI for display on Jamia's website.

S. Amin Akhtar
(S. Amin Akhtar)
Asstt. Registrar (Admn.)/Schools