

**PRO-FORMA FOR ISSUING AN OFFICIAL EMAIL ID & DECLARATION**



Name of Employee. \_\_\_\_\_ Phone No. \_\_\_\_\_

Contact: Email. \_\_\_\_\_ Appointment Date /Designation. \_\_\_\_\_

Aadhaar Card No. \_\_\_\_\_  
(Attach you Aadhar card copy as your residential proof).

I \_\_\_\_\_ hereby declared that while i am using **College E-mail ID**. I am responsible for any illegal and abusive activity if i do so then College and public Administration can take any legal action against me.

I totally understand and accepted.

(Signature)

---

**PROFORMA FOR ISSUING AN OFFICIAL EMAIL ID & DECLARATION**



Name of Employee. \_\_\_\_\_ Phone No. \_\_\_\_\_

Contact: Email. \_\_\_\_\_ Appointment Date /Designation. \_\_\_\_\_

Aadhaar Card No. \_\_\_\_\_  
(Attach you Aadhar card copy as your residential proof).

I \_\_\_\_\_ hereby declared that while i am using **College E-mail ID**. I am responsible for any illegal and abusive activity if i do so then College and public Administration can take any legal action against me.

I totally understand and accepted.

(Signature)