



UNIVERSITY OF SARGODHA
Data Center (IT Services)
Official E-mail ID Registration Form for Staff

Full Name: _____

Designation: _____ Department: _____

Employment Status (Regular/Contractual/Temp/Other): _____

Staff Particulars (Teaching/Non-Teaching): _____ BPS: _____

Staff ID Card Number: _____ Contact Number: _____

Gender: Male Female

Alternate/Personal E-mail ID, for correspondence: _____

I hereby declare that information provided is true and correct to the best of my knowledge. I agree the terms & conditions mentioned overleaf.

Applicant Signature: _____

Verified By (Chairman/In-charge Department):

Name: _____ Designation: _____

Signature with Stamp: _____ Date: _____

For Office Use Only

E-mail Created: _____

Remarks: _____

Note:

1. Applicant are required to send complete and verified registration form along with copy of University ID card and appointment order to the office of Data Center for registration process.
2. For any relevant query please contact at admin@uos.edu.pk



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Terms and Conditions

I _____, hereby agree to abide by the following Usage Policy terms and conditions to use the official E-mail service.

1. I understand that the E-mail service of University of Sargodha (UOS) is for academic and official purpose and not for use of any immoral, prohibited or commercial purpose, and I shall not broadcast information that might harm others or may be otherwise considered objectionable or illegal as per Laws of Pakistan.
2. I understand that University of Sargodha reserves the rights for official E-mail service and may deactivate/suspend E-mail ID at any time without prior notice having found the violation committed in this regard.
3. I understand that I shall not send unsolicited E-mails, unnecessary messages to large distribution lists, unnecessary large attachments and spam other users by sending junk mails.
4. I understand that I shall be responsible for use of my E-mail account/ID along with its contents, and I shall not send messages that are irrelevant to my work, specially, "hate mails", critical to religious beliefs, politically motivated, fraudulent, inappropriate or the material against the University or its staff. I understand that University will not be responsible for misuse of my E-mail account/ID.
5. I shall be responsible for security of my E-mail ID by means of keeping the password secure, not sharing it with others and keep the same frequently changing.
6. I shall not attempt to deceive others about my identity or harass others by using my E-mail ID, and I shall not try to access (or hack) any E-mail account belonging to others (within University or Outside world) without their knowledge and explicit consent.
7. I understand that I will not attempt to bypass standard access parameters (by using any software/service) to hide my identity and location for any reason.
8. I understand that University or concerned authorities reserve the right to change/apply procedure and policies of using E-mail services as and when required.
9. I understand that my E-mail account will be deactivated, if not used for 90 days.
10. I understand that my E-mail ID will be deleted after a period of 9 months from the date of deactivation/Suspension if no request for re-activation is made by me.
11. I understand that I will abide by the policies of Government of Pakistan and concerned agencies in practice for E-mail/communications along with changes/revisions from time to time.
12. I hereby accept all the terms & conditions and will be responsible for use of my E-mail account/ID and I understand that E-mail services may be terminated or action may be taken against me as per rules in case of any violation.

Signature of Applicant with Date: _____