



Directorate of Information Technology & Support System  
**University of Kashmir**

Hazratbal, Srinagar-190006, Kashmir, J&K (India)

**CIRCULAR**

All those who are granted registration for the pursuit of research work or engaged as Project Fellows/Contractual Lecturers are subsequently being extended access to the official e-mail Id facility by the Directorate of IT&SS for their hassle-free research/class work in the respective Departments/ Institutes/Satellite Campuses of this University.

It is also incumbent upon the Directorate of IT&SS to deactivate these e-mail Id's immediately after the tenure of these registered scholars and contractual engagees is exhausted.

Since no such information is coming forth from the concerned quarters helping to deactivate these e-mail Id's that may avoid the risk of its misuse, it is therefore in this context that all the concerned Heads of the Departments/Directors of Institutes/Centres/Satellite Campuses are requested to ensure that they shall henceforth communicate the particulars of such research scholars/contractual engagees alongwith their official e-mail Id's at appropriate time for deactivation of such already assigned e-mail Id's after they cease to be any more research scholars or contractual engagees of this University.

A handwritten signature in blue ink, appearing to be 'S. J. Khan', written over the printed name 'Director'.

Director

No:F(Misc)ITSS/KU/22

Dated:June 28, 2022

**Copy to the :**

1. Heads of the Departments/Directors of the Institutes/Centres/Satellite Campuses for information and necessary action;
2. Special Secy to Hon'ble Vice-Chancellor for kind information of the Hon'ble Vice-Chancellor;
3. Pvt. Secy to the Registrar for kind information of the Registrar;
4. Notice Board;
5. File.