



**Performa for Email Account Creation**

First name:<sup>1</sup> \_\_\_\_\_

Middle name: \_\_\_\_\_

Last name: \_\_\_\_\_

Designation: \_\_\_\_\_

Faculty (for faculty only): \_\_\_\_\_

Department/Section: \_\_\_\_\_

Alternative email account: \_\_\_\_\_

Phone number: 

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Email by designation (if applicable)<sup>2</sup> : Yes  No

**UNDERTAKING**

I agree to abide by the email SOP, rules and regulations for email services enforced from time to time and will not violate them.

Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

**Confirmation by Head:**

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**For Official Use Only**

Account created by: \_\_\_\_\_

Date: \_\_\_\_\_

Email address of account: \_\_\_\_\_

Signature: \_\_\_\_\_

**IT Manager**

<sup>1</sup>Format: [firstname.lastname@paf-iaست.edu.pk](mailto:firstname.lastname@paf-iaست.edu.pk)If name of two faculty members are same, then their nomenclature is:  
Example: [firstname.middlename.lastname@paf-iaست.edu.pk](mailto:firstname.middlename.lastname@paf-iaست.edu.pk)

<sup>2</sup> Any designation in which more than one person is involved have no email id with the designation. Example:  
[designation@departmentname.paf-iaست.edu.pk](mailto:designation@departmentname.paf-iaست.edu.pk)