



UNIVERSITY OF KERALA

IT Resource User ID Request Form

Name (In capital letter) :

Designation :

Regular/Temporary :

Employee ID No :

Section/Department :

Building/Location :

Phone/Mobile No :

e-Mail ID :

Joining Date in concerned section :

Signature of Applicant

NB: An IT Resource User ID issued to a staff member at the time of joining the University shall remain valid throughout the entire service period up to retirement, irrespective of any change of section within the Palayam Campus. No fresh application is required in the event of a section transfer. However, if a staff member leaves University service or proceeds on long leave, deputation, or leave without allowance, the prescribed form must be submitted for deactivation of the IT Resource User ID.

Counter Sign : SO/AR/ DR/JR/Head