

CECOS UNIVERSITY OF IT & EMERGING SCIENCES, PESHAWAR

Ref. No./CU/Reg/203-6185

Dated: February 17, 2022

NOTIFICATION

It is hereby notified for information of all concerned that the official email account of the employee (like employeeemail@cecos.edu.pk) upon tendering resignation will be dealt with as under, with immediate effect:

1. A maximum of one-month post resignation access will be provided to the resignee to her/his official email account
2. One-week before the access is taken away, a reminder email will be sent to the employee to copy her/his relevant data
3. After that for another one-month, the university shall activate the auto-response prior to the account being blocked, to alert people sending emails to the ex-employee that she/he no longer works for the organization
4. The leaving employee will be required to provide the IT Department with her/his personal email ID in case it is desired to provide it to the senders
5. While dealing with senior Academic & Admin positions or any other position, the access shall be available with the Vice President or any person authorized by him to ensure that no important data is lost
6. The email accounts which are created specific to the designations of different positions (example designation@cecos.edu.pk), will be transferred to the new designee

This issues with approval of the Competent Authority.



REGISTRAR

Copies:

Vice President; All Deans; All HODs (Academic & Admin); All Staff; HR Department; Master File