

**Proforma For Intimation To DUCC
On Retirement/Leaving From The University**

1.Name: _____

2.Department: _____

3.Date of retirement: _____

4.Use of DUCC resources

- **Email:** If you have a University email ID please provide it here:

- **Webpages:** If you have webpage(s) on a University server please provide its URL (website address) here:

- **User accounts:** If you have been using any other service (apart from email and webpages) for which a user ID was provided to you (for computing, application use, etc.) or was generated for you (as for forums, eprints, etc.) or you have been a member of a mailing group, etc., please mention ALL types of your usage/access here:

Note: You are welcome to archive your data at the DUCC. Should you need assistance, please get in touch with the Director, DUCC. Kindly send an email to the Director, DUCC <director@ducc.du.ac.in> **when you have backed up your data so that we may remove the same from the University server(s).**