# CLEARANCE AND E-MAIL FORWARDING FORM

<table>
<thead>
<tr>
<th>Name</th>
<th>:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designation</td>
<td>:</td>
</tr>
<tr>
<td>Department</td>
<td>:</td>
</tr>
<tr>
<td>E-mail address</td>
<td>:</td>
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</tbody>
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Which of the following best describes the nature of your leaving BUET (please check only one)
- □ Got leave and temporarily leaving BUET for higher studies
- □ Got leave and temporarily leaving BUET for a job
- □ Did not get leave and resigning from the job of BUET
- □ Retiring from the job of BUET
- □ Other (please specify): __________________________________________

Forward e-mail to (optional):

Date: __________________ Signature of the Applicant

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### OFFICE USE ONLY

Office: __________________________________________

Library: __________________________________________

Date: __________________ Director, IICT

**Action Taken**
- □ User to be deleted after three months
- □ User immediately deleted
- □ User group to be changed to Mail-Only after one month
- □ Other: _________________________________________

Date: __________________ System Administrator