



APPLICATION FOR E-MAIL ACCOUNT

(This application form is designed for the applicants who require an E-Mail account in the Bihar Govt Domain)

1. Type of Subscription:

Name Based E-Mail ID

Designation/Role Based E-Mail ID

2. Personal Information:

2.1 Applicant Name

Mr/Ms/Dr

First Name

Middle Name

Last Name

2.2 Alternate E-Mail ID

2.3 Mobile

2.4.DOB

D

D

M

M

Y

Y

Y

Y

3. Employee Description:

3.1 Employment Type

Government

External Support Staffs

Govt. Employee

Govt Consultant

Society/Trusts

Consultant

Support Staff

Employer Name:-----

Employment Type

Regular

Contractual

3.2. Cadre:

3.3. Designation:

3.4. Date of Retirement/Contract Completion Date

D

D

M

M

Y

Y

Y

Y

3.5. Department/Society/
Trust Name:

3.6. Project Name:

3.7. Reporting Officer Name:

3.8. Reporting Officer E-Mail ID:

3.9. Telephone:

3.10. Office Address:

4. E-mail ID Preferences:

a) Preferred E-Mail ID_1

b) Preferred E-Mail ID_2

c) Preferred E-Mail ID_3

Preferred Display Name:

(This is to declare that I have read the terms and conditions and I agree to abide by them.)

Signature of
Applicant:

.....



For Head of Department

Name:

Designation:

E-Mail ID:

Signature of HOD (with Date & Seal)

For Office Use

Application Login ID:

Domain:

Remarks:

E-MAIL TERMS AND CONDITIONS

1. Users are requested to keep the given user id and password confidential.
2. Please change your password regularly.
3. You are responsible for any mail/information sent on bihar.gov.in mail.
4. Users are requested to install the Antivirus software with latest pattern update periodically and OS patches in their system.
5. If using Outlook, Outlook Express on Microsoft WINDOWS, please apply the appropriate patches announced by the Microsoft from time to time.
6. DEPARTMENT OF INFORMATION TECHNOLOGY is not responsible for the contents that are being sent as part of the mail. The views expressed are solely that of the originator.
7. For any query/problems kindly mail us on <email.admin@bihar.gov.in>

INSTRUCTIONS FOR FILLING UP THE FORM

1. **Type of Subscription**-The E-Mail id provided is of two types based on your Name or based on designation. Tick the appropriate box based on your requirement.
2. **Personal Information:** Applicant has to provide his/her personal details here.
 - **First name**- Can contains alphabets, space, and .(dot)
 - **Last name**- Can contains alphabets, space, and .(dot)2.1 In case of designation-based applicant will provide details of user.
3. **Employee Description:**
 - 3.1 **Employment Type:** An applicant will tick the box as per his/her employment type. In this form two categories have been mentioned- Government and External support staff. If he/she is Govt. employee(regular) will tick on the boxes as applicable.
 - 3.2 **Cadre**-Applicant is of which cadre (IAS/IPS/IFS/BAS/...)-Applicable to only Government Official (Regular).
 - 3.3 **Designation:** Designation of the applicant should be filled. **Designation** can contains alphabets, numbers, space, .(dot) , - (hyphen), _ (underscore), ,(comma), & (ampersand), minimum 2 characters and maximum 50 characters.
 - 3.4 **Department/Society/Trust Name:** Applicant needs to fill the current organisation name where the employee is working/placed. **Department name** can contains alphabets, numbers, space, .(dot) , - (hyphen), _ (underscore), ,(comma), & (ampersand), minimum 2 characters and maximum 200 characters.
 - 3.5 **Date of Retirement/Date of Completion of Contract**-In case of Govt. official (Regular), he/she needs to mention the date of retirement and one has to mention date of completion of contract for others.
 - 3.6 **Project Name:** Applicant has to mention the project name if he/she needs the E-mail ID specifically for any project.
 - 3.7 **Reporting Officer Name:** Name of your reporting officer.
 - 3.8 **Reporting Office email-id:** Kindly mention the official email id of your reporting officer.
 - 3.9 Telephone(O): Official landline number
 - 3.10**Official Address:** Address of the current office where he/she is working/placed.
4. **E-Mail ID Preferences:** Mention preferred email ids and display name.