

**Madhya Pradesh State e-Mail Services**

**Application for Creation of New e-Mail Account (for individual user - Free)**

**Personal email ID (Y)**

(Please read the instruction given in the reverse of this page. The completed application form should be duly forwarded by the concerned Office Head / Nodal Officer (e-mail services) of the concerned department.)  
**Please use CAPITAL LETTERS.**

1. Name of the applicant\*: \_\_\_\_\_  
(Dr. /Mr. /Ms. First name Middle Name Surname)
2. Date of Birth\*DD/MM/YYYY: 

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3. Designation\*: \_\_\_\_\_
4. Min./Dept./Org\*/
  - a. Ministry / Department \_\_\_\_\_
  - b. Organization/ HOD Office \_\_\_\_\_
5. Aadhaar Number: \_\_\_\_\_ Emp id no: \_\_\_\_\_
6. Address for correspondence\*: \_\_\_\_\_  
\_\_\_\_\_ City \_\_\_\_\_ Pin Code:\* \_\_\_\_\_
7. Telephone Number : (O)\* \_\_\_\_\_ (R) \_\_\_\_\_ Mobile\* \_\_\_\_\_
8. Preferred email id\*\*: a) \_\_\_\_\_, b) \_\_\_\_\_
9. Alternate e-mail address for correspondence\*: \_\_\_\_\_
10. Date of Retirement/ Completion of Contact (DD/MM/YYYY)\* 

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

**Signature of Respective Office head/ HOD  
Of the Department with date and seal**

**Signature of the Applicant  
with date and seal**

The above applicants is employee/ Contractual with our department /sub-ordinate office of our department that draw its funds from the consolidate fund of Govt. of M.P.\*\*\*

\*\*\*Signature of Nominated Nodal Officer  
With date and seal

Name & Designation: \_\_\_\_\_

E-mail and Tel. \_\_\_\_\_

| <b>FOR ADMIN OFFICE USE</b>   |               |
|-------------------------------|---------------|
| <b>User ID Creation:</b>      |               |
| Assigned login ID: _____      | Domain: _____ |
| <b>Remarks (BO/PO):</b> _____ |               |
| Signature of Admin            |               |
| Name & Design: _____          |               |

\* Entries are mandatory and need to be filled.

\*\* The login ids will be generated based on the guidelines issued under email address policy. A Suffix may be added to make the email id unique across the domain

\*\*\* As per guidelines issued under the e Mail policy. Please check the policy @ \_\_\_\_\_