

**Madhya Pradesh State e-Mail Services**  
**Application for Creation of New e-Mail Account (for individual user - Free)**  
**Designation based 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 Competent Authority / Nodal Officer (e-mail services) of the concerned department.) **Please use CAPITAL LETTERS.**

1. Min./Dept./Org\*/ \_\_\_\_\_
2. Full Designation\*: \_\_\_\_\_
3. Office Location \_\_\_\_\_

\_\_\_\_\_  
(Division, District, Tehsil/ Block , Gram Panchayat/ Urban Local Body)

4. Telephone Number : (O)\* \_\_\_\_\_ (R) \_\_\_\_\_
5. Preferred designation based email id\*\*:  
a) \_\_\_\_\_, b) \_\_\_\_\_

**Authorized User's Credential**

6. Name of the delegated user\*: \_\_\_\_\_  
(Dr. /Mr. /Ms.      First name      Middle Name      Surname)
7. Address for correspondence\*: \_\_\_\_\_
8. \_\_\_\_\_ City \_\_\_\_\_ District \_\_\_\_\_
9. Full Designation\*: \_\_\_\_\_
10. Min./Dept./Org\*/ \_\_\_\_\_  
a. Organization/ HOD Office \_\_\_\_\_
11. Mobile Number\* \_\_\_\_\_
12. e-mail address for correspondence\*: \_\_\_\_\_

This is to declare that I have read the terms and conditions and I agree to abide by them. The above authorized user for this mail id 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 Respective Nodal Officer**  
**With date and seal**

Name & Designation: \_\_\_\_\_  
E-mail and Tel. \_\_\_\_\_

**\*\*\*Signature of the Competent Authority**  
**With date and seal**

Name & Designation: \_\_\_\_\_  
E-mail and Tel. \_\_\_\_\_

FOR ADMIN OFFICE USE	
<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