

**ITR-007 - REQUISITION – EMAIL ACCOUNT**



**EMAIL ACCOUNT TYPE**

Account required for a **New Position**                       Account required for an **Existing Position**

Details of last user (if existing position); to mention Name, Designation, Department and Pillar  
(*associated Account will be closed*):

\_\_\_\_\_  
New Email Address Required (will be provided depending upon availability):

Option-1: \_\_\_\_\_                      Option-2: \_\_\_\_\_

**EMPLOYEE DETAILS**

Rank/ Name: \_\_\_\_\_                      Designation: \_\_\_\_\_

Region (North/ Center/ South): \_\_\_\_\_                      Pillar: \_\_\_\_\_

Department: \_\_\_\_\_                      Usage: **BF OFFICIAL**

Device(s) on which required (Official PC/ LAPTOP/ Mobile): \_\_\_\_\_

Contact:      Landline: \_\_\_\_\_

Mobile: \_\_\_\_\_                      User's Signatures: \_\_\_\_\_

**LINE MANAGER**

Rank/ Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Email Account Recommended/ Not Recommended      Manager's Signatures: \_\_\_\_\_

**HEAD OF THE DEPARTMENT**

Rank/ Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Email Account Approved/ Not Approved                      HoD's Signatures: \_\_\_\_\_

**IT DEPARTMENT**

Email Account Created On: \_\_\_\_\_

Requisition Received On: \_\_\_\_\_

Email Address Created: \_\_\_\_\_

Email Admin Signatures: \_\_\_\_\_                      Manager(IT) Signatures: \_\_\_\_\_

**Email Administrator's Check-Off List:**

1. Email Account of Ex-Employee blocked/ deleted/ forwarded, in case of existing position.
2. Employee Particulars entered/ updated at Admin Panel
3. Email Users' Accounts Master Data Updated (Excel File).
4. Email Account entered in appropriate Groups.
5. Email Account credentials conveyed to the User.
6. Copy of "***ITP-012 - POLICY – EMAIL OPERATIONS – USERS***" sent to the User.