

**APPLICATION FOR E-MAIL ACCOUNT**

Please read the instructions given in the page 2; the completed application form, duly signed by the concerned HOD of the department/organisation, should be submitted at “Department Of Information Technology, 2nd Floor, Technology Bhawan, Vishwasaraiya Bhawan Campus, Bailey Road, PATNA-800014, BIHAR”. It is mandatory to provide four (4) preferred email\_ids. In absence of which email accounts will not be created.

[ Please use CAPITAL LETTER ]

- 1) **Name \***: \_\_\_\_\_  
 (Dr./Mr./Ms.                      First name                      Middle Name                      Sur name)
- 2) (a) **Date of Birth\*** : \_\_\_\_\_  
 (b) **Designation\***: \_\_\_\_\_
- 3) **Dept./Org\***: \_\_\_\_\_
- 4) **Address for correspondence\***: \_\_\_\_\_  
**City:** \_\_\_\_\_, **District:** \_\_\_\_\_ **Pin Code:** \_\_\_\_\_
- 5) **Telephone Number (D)\*** \_\_\_\_\_ **Mobile :** \_\_\_\_\_
- 6) a) Preferred email\_id\_pattern\*\* : \_\_\_\_\_@bihar.gov.in, Preferred Suffix\*\* \_\_\_\_\_  
 b) Preferred email\_id\_pattern\*\* : \_\_\_\_\_@bihar.gov.in, Preferred Suffix\*\* \_\_\_\_\_  
 c) Preferred email\_id\_pattern\*\* : \_\_\_\_\_@biharonline.gov.in, Preferred Suffix\*\* \_\_\_\_\_  
 d) Preferred email\_id\_pattern\*\* : \_\_\_\_\_@biharonline.gov.in, Preferred Suffix\*\* \_\_\_\_\_
- 7) Alternate e-mail address, if any, for correspondence: \_\_\_\_\_

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

\* Entries are mandatory and need to be filled.

\*\*The login id(s) will be generated based on the existing e-mail address policy.

A suffix may be added to make the e\_mail id unique across the domain

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

**For Head of Department / Organisation**

This is to certify that Mr./Ms./Dr. \_\_\_\_\_ has provided correct information in the Application form for the creation of email id to the best of my knowledge and belief. I have verified the details of the applicant as per the records.

Name : \_\_\_\_\_

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

Email ID : \_\_\_\_\_

Signature of HOD with date & seal

**FOR OFFICE USE**

Assigned Login ID : \_\_\_\_\_ Domain: \_\_\_\_\_

Remarks : \_\_\_\_\_

Name & Signature of DIT Coordinator/HOD

Name & Signature of the Operator

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

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

Email ID : \_\_\_\_\_

Email ID : \_\_\_\_\_

**E-MAIL TERMS AND CONDITIONS**

1. Users are requested to keep the given userid and password a secret.
2. Please change your password once for every month.
3. You are responsible for any mail/information sent on bihar.gov.in or biharonline.gov.in mail.
4. Do not open any attachments unless, it has come from a known source. In fact delete those mails which are not relevant to you and still you received it. They might contain a virus that will corrupt your computer.
5. Users are requested, if possible, to install the personal firewall software to secure their machine and e-mail traffic.  
Note: DEPARTMENT OF INFORMATION TECHNOLOGY does not distribute any personal firewall software.
6. Users are requested to install the Antivirus software with latest pattern update periodically and OS patches in their system.
7. If using Outlook, Outlook Express on Microsoft WINDOWS XP / 7 / 8, please apply the appropriate patches announced by the Microsoft from time to time.
8. 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.
9. Contact our 24x7 support if you have any problems. VOIP : 1000100 / 1000102 or you can send mail to [helpdesk@bihar.gov.in](mailto:helpdesk@bihar.gov.in) or [helpdesk@biharonline.gov.in](mailto:helpdesk@biharonline.gov.in) .

