



**INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY,
AMARKANTAK (M.P.)**
(A Central University established by an Act of Parliament)

Requisition for Opening an Official E-Mail ID in@igntu.ac.in domain server

1. Name of the Applicant _____
2. Designation _____
3. Department _____
4. Date of Joining _____
5. Contact No. _____
6. Existing E-mail ID (if any) _____
7. Preferred E-mail ID _____
8. Category of Applicant _____
(Faculty/ Staff/Research Scholar)
9. Any Other information _____

**Signature of the Applicant with
Name & Designation**

Recommendation - Sectional Head/ HoD/ Dean

All fields are mandatory. For records please fill all the information clearly

For Admin & Establishment Office Use

1. Approved for creation of new e-mail ID suffixed with @ igntu.ac.in

Recommended and Forwarded

AR / DR Admin

Registrar

2. New ID created and password issued by the System Analyst.

System Analyst

Note : 1. This form should be filled-in while joining of a new employee to create a mail id in the igntu.ac.in mail server to be forwarded by the Admin to System Analyst.
2. All future official communication will be sent to this mail id only.
3. Email id can also be opened for a specific purpose/ activity/ project for ease of coordination and achieving synergy, for the approval of Competent Authority will be obtained and sent to System Analyst.