



**INDIAN INSTITUTE OF TECHNOLOGY BHILAI**

**LDAP and E-mail account creation requisition form**

<b>Reference No. (office use)</b>	<b>Date:</b>
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Name : .....

ID Number : .....

Designation : .....

Department/Section : .....

Contact Number : .....

Preferred Email-Id - 1  
(First-name) : .....

Preferred Email-Id - 2  
(First-name & first letter of Last-name) : .....

Personal Email-Id : .....

Forwarded by (FIC/HOD please tick✓):  
Name:

Signature of Employee

Signature:

**Approved/ Not Approved**

Signature of Head of Unit (ITIS)

**To be Used by ITIS Department**

Account created by : .....

Date of account creation : .....

Details of LDAP and E-mail account will be sent to your email id. Please reach us at [itis@iitbhilai.ac.in](mailto:itis@iitbhilai.ac.in)

**or**

visit ITIS office for any query.