Requisition Form For Messaging

(TO BE FILLED BY THE GENERIC EMAIL ACCOUNT OWNER - ALL FIELDS ARE MANDATORY)

User Information

Date : _____

Name of the Generic Account:

First Name   Middle Name   Surname

Employee Code (owner):

Department:_____

Owner Name: _____   Grade/Level: _____

Location: _____   IN Domain Name: _____

Telephone No.:_____   Mobile No. _____

Company Name:_____

Generic email account mandatory questionnaire:

1. Who will be the owner of this generic email account? _____

2. Purpose of such generic email   account :_____

    _____

3. Please give "IN" domain names with email address (ril.com) who will be accessing this generic email account.

    _____

4. Please give "IN" domain names with email (ril.com) who will be sending emails from generic email account

    _____

5. Total number email expected to send / receive and expected growth in next 6 months. _____

6. Will this generic email account also be sending emails outside Reliance? YES /No : _____

    a) *If YES:* Then would like to know the justification for sending outside Reliance with possible recipients. *(Will be allowed subject to proper convincing justification)*

        _____

    b) *If Not:* Then GET IT by default will block emails from this email account to send outside Reliance (Only internal RIL to RIL will be allowed)

I undertake that the above   generic E Mail account will be used only for OFFICIAL purposes and if any misuse and misconduct is traced to this account then i will be solely responsible for this .

_____

Signature and Name and Generic email account Owner

_____   _____

Name and Authorization from your Head of Dept.   &   **Name and Authorization from your HR Dept.**