

Application - Email Id Creation

Applicant Information:

- a) Name Of Applicant _____
b) E_No _____ Grade & Designation _____
c) Type Of Employee (Regular/Mgmt.Trainee /Contractual/Adhoc) _____
d) Department (Code& Name) _____
e) Name of the Head Of Department _____
f) Contact no. Internal/ External/Mobile _____

Declaration:

I have Read & Agree to the Terms & condition printed below to those concerning usage of E mail account and as per IT Policy.

Applicant Signature:

Date:

Concerned Dept Authorizing Authority (Head of Department)

a) Name :

b) E_no & Dept. :

c) Designation :

Declaration:

I hereby authorize to allocate company email id to the above applicant as it will be used for Official Communication only.
I own the responsibility of concerned employee for appropriate usage of email account.

Signature (HOD):

Date:

Note: a) Email ID will be allotted subject to approval of appropriate Authority& availability of IT resources

b) Email Facility may be withdrawn in case user disobey Terms& condition printed below to those concerning usage of E mail account.

c) Please fill all the details clearly, incomplete information will not accepted.

Terms & Condition

Email Facility provided by SML ISUZU Ltd. Should not be used:

1. For personal use and for the transmission of unsolicited commercial or advertising material, chain letters, press releases, or other junkmail of any kind, to other accounts other than where that material is embedded within, or is otherwise part of, a service to which the member of the user organization has chosen to subscribe
2. For the unauthorized transmission to a third party of confidential material concerning the activities of SML ISUZU Limited.
3. For the transmission of material such that this infringes the copyright of another person, including intellectual property rights
4. For the deliberate unauthorized access to services and facilities accessible
5. For activities that unreasonably waste staff effort or networked resources, or activities that unreasonably serve to deny service to other users
6. For activities that corrupt or destroy other users' data
7. For activities that disrupt the work of other users
8. The creation or transmission (other than for properly supervised and lawful research purposes) of any offensive, obscene or indecent images, data, or other material, or any data capable of being resolved into obscene or indecent images or material.
9. For the creation or transmission of material which is designed or likely to cause annoyance, inconvenience or needless anxiety
10. For the creation or transmission of material that is abusive or threatening to others, or serves to harass or bully others.
11. For the creation or transmission of material that either discriminates or encourages discrimination on racial or ethnic grounds, or on grounds of gender, sexual orientation, marital status, disability, political or religious beliefs.
12. For the creation or transmission of defamatory material
13. For the creation or transmission of material that includes false claims of a deceptive nature
14. For so-called 'flaming' i.e. the use of impolite terms or language, including offensive or condescending terms
15. For activities that violate the privacy of other users
16. For criticizing individuals, including copy distribution to other individuals
17. For publishing to others the text of messages written on a one-to-one basis, without the prior express consent of the author
18. For the creation or transmission of anonymous messages, i.e. without clear identification of the sender
19. For the creation or transmission of material which brings the SML ISUZU Limited into disrepute.

SML ISUZU Limited will exercise its discretion in judging reasonable bounds within the above standards for acceptability of material transmitted by email.