



## Requisition Of ERP/Internet/Email ID's & Assets Requirements

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Issue : V/1  
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General Information		
Employee ID	Date Of Application :	
Title (Mr/Miss/Mrs)		
First Name		
Middle Name		
Last Name		
Location		
Department		
Board No (+91-STDcode-Tel no)	To be filled by the User	
Office Extn. No.		
Designation/Grade		
Title/Position		
Date of Joining (dd/mm/yyyy)		
India (Yes/NO) : if others pls. specify:		
Mobile No		
User Category (Specify with Yes/No )		Employee:
Consultant ID		
Consultant's Organisation		To be filled by the Consultants
Consultant Designation		
Activation Date From/To		
IT Assets Required	Desktop: <input type="checkbox"/> Laptop: <input type="checkbox"/> Printer: <input type="checkbox"/>	To be filled by the user
Access Required	Email ID Required :Yes/No Access :Yes/No Yes/No Internet ERP ID : CRM ID :	To be filled by the user
<b>Director Approval</b>		
<b>ID's Given By IT Dept</b>		To be filled IT DEPT
DOMAIN ID		
EMAIL ID		
CYBEROAM ID		
DESKTOP\LAPTOP NAME		
ERP ID		
<b>Authorised By</b>	<b>IT DEPT</b>	

Distribution: CIT		
Reviewed by :	Approved by :	Issued by :
Date:	Date:	Date: