

Form-i: ESS ID creation request

(Fill separate form for each individual)

*Name	Click or tap here to enter text.
*Designation	Click or tap here to enter text.
*Employee No. (F.B. No.)	Click or tap here to enter text.
*Date of Birth	Click or tap here to enter text.
*Office/Plant Name	Click or tap here to enter text.
*Mobile No.	Click or tap here to enter text.
e-mail ID	Click or tap here to enter text.
*Type of User	ESS ☐ MSS Approver ☐

Reporting Officer

Reviewing Officer

Final Authority

Name
Designation
F.B.No.

Name
Designation
F.B.No.

Name
Designation
F.B.No.

(*Please sign and submit via DMS/e-mail)

For IT office use only:

Request No:	Click or tap here to enter text.
Fulfilled by:	Click or tap here to enter text.
Completed on:	Click or tap here to enter text.
Remarks if any concern:	Click or tap here to enter text.