

Form ii: SAP R/3 ID form

(Fill separate form for each individual)

*Name	*Designation	*Employee No.	*Date of Birth	*Office/Plant Name	*Plant Code	*Mobile No.	*Mail ID
Click or tap here to enter text.	Choose an item.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Note: Tick the box which is applicable.
(All fields marked with * are mandatory)

1. **New User** ☐

2. **Transfer of User** ☐

- Additional Charge** ☐

Addition of plant

Temporary ☐ (Note: valid for 90 Days only)
- On Transfer** ☐

Previous Posting
or present posting
- Promotion** ☐

Previous Posting
Previous Designation

Present Posting
Present Designation

3. **Addition of Role** ☐

4. **Transfer of SAP ID** ☐

From <input type="text" value="Click or tap here to enter text."/>	To <input type="text" value="Click or tap here to enter text."/>
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Name	Designation	F.B. No.
	Junior Engineer	
	Assistant Engineer	
	Accounts Officer	
	Executive Engineer	
	Deputy General Manager	
	General Manager	
	Executive Director	
	Director	

Name	Designation	F.B.No.
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Name
Designation
F.B.No.

Name
Designation
F.B.No.

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.