

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	Choose an	Click or tap	Click or	Click or tap	Click or	Click or	Click or
tap here	item.	here to	tap to	here to enter	tap here	tap here to	tap here
to enter		enter text.	enter a	text.	to enter	enter text.	to enter
text.			date.		text.		text.

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

2.	Tr	ansfer of User \square	
	•	Additional Charge	
		Addition of plant	Click or tap here to enter text.
		Temporary □ (Note: valid for	90 Days only)
	•	On Transfer □	OJVIN LIIIIIted
		Previous Posting	Click or present posting Click or tap here to enter text.
	Ű		ap here to enter text.
	•	Promotion	
		Previous Posting Previous Designation	Click or tap here to enter text. Click or tap here to enter text.
		Present Posting Present Designation	Click or tap here to enter text. Click or tap here to enter text.

3. Addition of Role □

4. Transfer of SAP ID □

From Click or tap here to enter text.	То	Click or tap here to enter text.	
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*Fill the roles/T- code	es required by the user in the be	low box.	
*Reporting Hierarc	hv:		
Name	Designation	FR No	

Name	Designation	F.B. No.
	Junior Engineer	
	Assistant Engineer	
	Accounts Officer	
	Executive Engineer	
	Deputy General Manager	
	General Manager	
	Executive Director	
	Director	

*Reporting Officer *Reviewing Officer *Final Authority

NameNameNameDesignationDesignationDesignationF.B.No.F.B.No.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.