

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

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

present posting

• **Promotion** ☐

Previous Posting

Previous Designation

Present Posting

Present Designation

3. **Addition of Role** ☐

4. **Transfer of SAP ID** ☐

From	<input type="text"/>	To	<input type="text"/>
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***Fill the roles/T- codes required by the user in the below box.**

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***Reporting Hierarchy:**

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**

Name
Designation
F.B.No.

Name
Designation
F.B.No.

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

(*Please sign and submit via IT Helpdesk Portal email i.e. it-helpdesk@ujvnl.net or ithd@ujvnl.net)

For IT office use only:

Request No:	
Fulfilled by:	
Completed on:	
Remarks if any concern:	