

Annexure 8
User Creation Form
(for the use of the user section of branch/department)

Reference:

Date:

01.

Name of the user :
Designation :
Address :
Date of joining :
Transfer From :
Contact No :

02. Name of the System / Software :

03. User Status : Administrator/ Data Controller / Data Processor /Data Operator/Teller

04. User Rights Propose : Module Name(s):

(Read, Write, Delete, Copy, Change, Print)

Signature & Seal
(User)

Signature & Seal
(Recommended / Proposed by)

Approved By....

Signature & Seal
(Manager/ Head of Department of Office)

for the use of computer section of Branch/ Computer Dept./ System owner Dept.)
Accepted for implementation for the following rights:

1.	User Created :
2.	a) On : -----
3.	b) User ID : -----
4.	c) User password Envelop No:
5.	

Signature & Seal
(Branch Manager/ Head of Department)
Office system owner

Signature & Seal
(In charge of System Administrator)