



## ITR-005 - REQUISITION – INTERNET

Dated: \_\_\_\_\_

### EMPLOYEE DETAILS

Rank/ Name: \_\_\_\_\_ Designation: \_\_\_\_\_  
Business Unit/ Pillar: \_\_\_\_\_ Region (North/ Center/ South): \_\_\_\_\_  
Department: \_\_\_\_\_ Usage: BF OFFICIAL  
Contact: Landline: \_\_\_\_\_ Mobile: \_\_\_\_\_

### DEVICE DETAILS

Details of the device(s) on which internet access is required (To be provided by the Employee):

DEVICE TYPE	PERSONAL / OFFICIAL	MAC ADDRESS
DESKTOP PC		
LAPTOP		
MOBILE		
OTHER DEVICE		

Access to Specific Websites (should in no circumstances to include “Prohibited Sites” listed at “ITP-010 - POLICY – INTERNET”):

Purpose / Justification: \_\_\_\_\_

Employee’s Signatures: \_\_\_\_\_

### HEAD OF THE DEPARTMENT

Rank/ Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Access Approved/ Not Approved

HoD’s Stamp & Signatures: \_\_\_\_\_

### IT DEPARTMENT

Requisition Received On: \_\_\_\_\_

Manager(IT) Remarks: \_\_\_\_\_

Manager(IT) Signatures: \_\_\_\_\_

Network Administrator:

Internet / Website(s) Access Provided On: \_\_\_\_\_

Check-Off List:

Employee Particulars entered/ updated over BF Network.

Employee’s Information updated at Master Data (Excel File).

Employee informed of the access provided.

A Copy of the “ITP-010 - POLICY – INTERNET” forwarded to the Employee.