

**ITR-006 - REQUISITION – VPN**

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

**ACCOUNT TITLE**

Details of last User (Name, Designation, Department and Pillar): \_\_\_\_\_

VPN User Name of last User (if known): \_\_\_\_\_

**EMPLOYEE DETAILS**

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

Region (North/ Center/ South): \_\_\_\_\_ Business Pillar/ Unit: \_\_\_\_\_

Department: \_\_\_\_\_ Usage: **BF OFFICIAL**

VPN Access Purpose: \_\_\_\_\_

Device(s) on which required (Official Desktop PC/ Laptop): \_\_\_\_\_

**Contact:**

Email Address: \_\_\_\_\_

Landline: \_\_\_\_\_

Mobile: \_\_\_\_\_ User's Signatures: \_\_\_\_\_

**HEAD OF THE DEPARTMENT**

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

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

VPN Account Approved/ Not Approved HoD's Signatures: \_\_\_\_\_

**IT DEPARTMENT**

Application Received On: \_\_\_\_\_

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

**Network Administrator:**

VPN Account Created/ Replaced: \_\_\_\_\_ Dated Created: \_\_\_\_\_

**Check-Off List:**

Employee Particulars entered/ updated at Firewall.

VPN Users' Accounts Master Data Updated.

VPN User Account entered in appropriate Group(s).

Copy of "ITP-015 - POLICY – VPNs" shared with the User.