

ITR-010 - REQUISITION – BF LOCAL APPS



Dated: _____

APPLICATION DETAILS

Account required for App (ISMS, Finance, Fixed Asset, Old HRMS, Transport Management System, Property Management System, Others):

Purpose/ Justification: _____

EMPLOYEE DETAILS

Rank/ Name: _____ Designation: _____

Business Unit/ Pillar: _____ Region (North/ Center/ South): _____

Department: _____ Usage: **BF OFFICIAL**

Contact: Mobile: _____

Email Address: _____ User's Signatures: _____

LINE MANAGER

Rank/ Name: _____

Designation: _____

App Account Recommended/ Not Recommended Manager's Signatures: _____

HEAD OF THE DEPARTMENT

Rank/ Name: _____

Designation: _____

App Account Approved/ Not Approved HoD's Signatures: _____

IT DEPARTMENT

Application Received On: _____

App Account Created On: _____ App Administrator Signatures: _____

Manager(Dev) Remarks: _____ Manager(Dev) Signatures: _____

Check-Off List:

- Employee Particulars entered/ updated at Admin Panel.
- Apps Users' Accounts Master Data Updated (Excel File).
- App Account credentials conveyed to the Employee.