FTK-Centre For Information Technology
Jamia Millia Islamia

MIS USER-ID REQUEST

Employee's Name: .... **Employee's Id:** ....

Department /Centre/School/Office: ....

Official Email id: .... **Contact Number:** ....

Put a tick (✔) mark in appropriate cells of the table given below to select the authoritarian request:

Name of the MIS/FAOIS Module	Permission to view record(s)	Permission to add record(s)	Permission to edit record(s)	Permission to delete Record(s)
Payroll /Self Service				
Finance & Accounts				
Student				
Administration/FTS				
Faculty /Employee				
Project MS				
Estate & Legal				
Store				
CDOE				
Health				
Hostel				
Others				

Name of Report(s)/Screen(s): Attach additional sheet of required: ....

....

Recommendation of the Head of the Department/Director of the Centre/Head of Section:

The above authorization requests may be granted to... to enable her/him to carry out the assigned work.

Name & Signature
(With Stamp)

FOR FTK-CIT OFFICE USE	
The ID as requested above may be created. Hon. Director, FTK-CIT	The following ID has been created & communicated to the user: User Id. .... Created by: ....