



# 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:** .....

Please 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				

**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	
<p>The ID as requested above may be created.</p> <p style="text-align: right; margin-top: 20px;">Hon. Director, FTK-CIT</p>	<p>The following ID has been created &amp; communicated to the user:</p> <p>User Id. ....</p> <p>Created by: .....</p>