Digital Document Filing System
Administration Wing

<u>Details for adding User/changing Seat/etc.</u>

1. Purpose   : ☐Add User ☐Activate User ☐Change Seat

2. Employee ID   :

3. Name of the Employee   :

4. Sex   :

5. Date of Birth   :

6. Designation   :

7. Name of the Department   : ☐Administration ☐P.B. ☐Finance
    ☐...........................

8. Type of Employment   : ☐Permanent   ☐Temporary

9. Current Section and Seat No. :

10. Reporting/Forwarding Seat   :

11. Details of previous seat and section name:
    (in the case of seat change)

12. Contact No. (CENTREX)   :

13. Signature   :

14. Date   :

(office seal)

Forwarded by (Branch Head)
Name & Signature