

# User Registration Form

1. Name

2. Department

3. Date

4. Request For: (Please Tick Appropriate Option)

- Network ID: \_\_\_\_\_
- Mail ID: \_\_\_\_\_
- For Transfer of Account: \_\_\_\_\_
- Mail files required to be transferred: \_\_\_\_\_

5. Access to the ID until

From: \_\_\_\_\_ To: \_\_\_\_\_

6. Allow Access to Software/System (Please tick one)

Intranet	Y	N
Internet	Y	N
E-mail	Y	N

Other accesses: Please specify

Date of Joining in ONGC:

Present Posting:

Date of Joining present Position:

User:

Date:

Signature:

Approved By:

Head of the Department

Date:

Signature:

Functional Head

Date:

Signature:

Authorization by Head/ I/c Infocom (For Network/Email ID Creation):

Date:

Signature:

Name:

Date:

Completion:

Signature:

Login ID

Email ID