



- Request For Domain/email Account
- Creation
  - Disabling
  - Others
  - Modification
  - Deletion
  - Internet Access

**USER INFORMATION:**

| Emp No | First Name | Last Name | Department   | Telephone Mob         | Designation             | Location  | suggested email ids              |
|--------|------------|-----------|--|-----------------------|-------------------------|---|----------------------------------|
| 1      |            |           | Food Civil Supplies and Consumer Protection Department | 02472 - 227305<br>Mob | District Supply Officer | District Supply Office, C/o. Collector Office Osmanabad | dso.osmanabad@maharashtra.gov.in |

**Reason for Access / Change in Access/ Deletion**

- Project requirement
- Transfer
- Employment Termination
- Other (Please Specify): For Govt Use

**Access Validity**

|              |    |                     |
|--------------|----|---------------------|
| No of Days : | OR | From _____ To _____ |
| Reason:      |    |                     |

**Internet Access Validity**

|  |   |                     |    |  |
|--|---|---------------------|----|--|
| No of Days : _____   | OR  | From _____ To _____ | OR |  |
| Please choose one of the following levels of access :          |   |                     |    |  |
| <input type="checkbox"/> L1 : Local Websites                   | <input type="checkbox"/> L2 : Only Websites |                     |    |  |
| <input type="checkbox"/> L3 : Selected mail sites and websites | Reason*: NA                                 |                     |    |  |

\*Reason is mandatory and should be a valid business reason.

**Declaration by the User (In case of new accounts only)**

I, do hereby agree that I have read and understood the terms stated in the MH-SDC's Information Security Policy and hereby agree to abide by the same.

Signature of the user: tearmarker

Date: 08/12/2017 DISTRICT SUPPLY OFFICER  
OSMANABAD Location: Osmanabad

Head of Department / HR Approval (Signature): Rajendra  
Name: Rajendra maruti Khander  
Designation: Residential Dy. Collector  
Osmanabad

Designation: Residential Dy. Collector, Osmanabad  
Date: