MINISTRY OF PUBLIC SERVICE AND ADMINISTRATIVE REFORMS

e-Scheme of Service System – User Access Request Form

PART A – TO BE FILLED BY OFFICER

A.1 APPLICATION INFORMATION

Please tick as appropriate: **Serial Number: .....**

Creation of new user account ☐

Re-Activate user account ☐ *(in case account has been locked)*

Deactivate existing user account ☐ Reasons:..... *(e.g change in posting, retirement, leave without pay, etc.)*

A.2 USER DETAILS

Title (Prof./Dr./Mr/Mrs/Miss) .....

NID: | | | | | | | | | | | | | | |

Surname: .....

Other Name(s): .....

Designation: .....

Contact Number: .....

Email Address: .....

Ministry/Department:.....

.....

Signature: ..... **Date:.....**

A.3 APPROVAL BY OFFICER IN CHARGE, HR SECTION (Requesting Organisation)

Name : ..... Designation: .....

Signature : ..... Date: .....

PART B: TO BE FILLED BY MPSAR (e-SOS UNIT)

Verified by: -

Name: ..... Designation: .....

Signature: ..... Date.....

Remarks: .....

(if applicable)

PART C: TO BE FILLED BY IT UNIT AT MPSAR

Name: ..... Designation: .....

Signature: ..... Date: .....

Remarks:.....

(if applicable)

Note: *Duly filled in form should be sent by email on:* **esosunit@govmu.org**