|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ITS New Joinee Form** | | |  | | |
| **Emp ID** | |  |
| **First Name** | **MOHAMMED ISRAR** | **Last Name** | | **AHMED** | |
| **Domain** |  | **Experience** | | **FRESHER** | |
| **Designation** |  | | | | |
| **Date of Joining** | 19/10/2020 | **Manager Assigned** | |  | |
|  | | | | | |
| **System Information:** | | | | | |
| Type of system given | GIVEN | Desktop | | Laptop | |
| System Configured CENTOS | | | Yes | | No |
| OS | CENTOS | Windows | | Thunderbird | |
| Domain ID password created | | | Yes | | No |
| Email ID created | | | Yes | | No |
| Email ID |  | | | | |
|  | | | | | |
| **Access Card Information:** | | | | | |
| Access Card provided | | | Yes | | No |
| Access Card no |  | | | | |
| Biometric access given | | | Yes | | No |
|  | | | | | |
| **Other Information:** | | | | | |
| Redmine Access given | | | Yes | | No |
| Girmiti Internal Portal Access given | | | Yes | | No |
| SVN Access given | | | Yes | | No |
|  | | | | | |
| **Comments (If any)** | | | | | |
|  | | | | | |
|
| **IT Admin Name** |  | | | | |
| **Designation** |  | **Date** | |  | |
| **Signature** |  | | | | |
|
| **Approved By** | | | | | |
| **IT Manager** |  | **HR** | |  | |
| **Signature & Date** |  | **Signature & Date** | |  | |