

Form ADS – 3

Annexure "A"

Application for Granting Administrator Right in Active Directory Services

To,

The General Manager (Controller)
State Bank of India
Department: -----

Please Approve here

Sub : Administrative Right in Active Directory Services

Dear Sir,

The administrative rights are required for the department for smooth functioning. Please grant admin rights to following officer/vendor the details of which are as under:

1. Name of the officer/User Name : *Sonal Kanchalwar*
2. PF Number (ADS Login ID) : *tcs0230259*
3. Dept Name (For GITC & CC): *CB-DEV*
4. No. of Administrators available in the department:
5. Desktop Hostname:
6. Period for Administrative Right: Permanent (Not more than three months)

Admin Rights would not be given more than three months. Rights would be continued after quarterly review by respective AO i.e. On 30th Jun, 30th Sept, 31st Dec & 31st March every year.

7. Purpose: *Hyderabad Management*

I am aware of the risk giving admin rights to user and will take sufficient care that no unauthorized / unlicensed software would be installed on Bank's system. It has to be reviewed by respective AO and share the approval to central ADS team if extension is required.

Please grant Admin rights as above.

Recommended for Admin rights as above.

Sonal
(Officer/User Sign)

(Department Head Sign)

Place: *Hyderabad*

Date: