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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Logical Access Request Form (For SAP Business Application)** | | | | | | | | | | **Access Request Form No.** | | | | | | | |
| **Personal Details (To Be Filled By User/ DDO)** | | | | | | | | | | | | | | | | | |
| **Name of DDO** | |  | | | | | | **Personal No:** | | | |  | | | | | |
| **CNIC No:** | |  | | | | | | **Designation:** | | | |  | | | | | |
| **Cost Center** | |  | | | | | | **Department** | | | |  | | | | | |
| **Gmail ID** | |  | | | | | | **PR section** | | | |  | | | | | |
| **SAP Access level** | |  | | | | | | **Role** | | | |  | | | | | |
| **Access Request** | | ⬜ New User | | | | | | ⬜ Existing User | | | | | | | | | |
| **Type of Access:** | | ⬜ Permanent  ⬜ Contractual | | | ⬜ Temporary (Duration From \_\_\_/\_\_\_/\_\_\_\_to \_\_\_/\_\_\_/\_\_\_\_)  ⬜ Vendor Personnel ⬜ Contractors | | | | | | | | | | | | |
| **Mobile # DDO** | |  | | | | | | **Signature with stamp DDO** | | | |  | | | | | |
| **Name of Next Higher Authority (B-18 above)** | |  | | | | | | **Signature with Stamp Higher Authority** | | | |  | | | | | |
| **Management Approval (For use by Accountant General Office)** | | | | | | | | | | | | | | | | | |
| **Recommended by District Accounts Officer/Accounts Officer** | | | | | | | | | | | | | | | | | |
| **Name** | | | **Designation** | | | **Signature** | | | | | **Date** | | | | | | |
|  | | |  | | |  | | | | |  | |  | | |  | |
| **Reason if Disapproved:** | | | | | | | | | | | | | | | | | |
| **Deputy Accountant General Approval** | | | | | | | | | | | | | | | | | |
| **Name** | | | **Designation** | | | **Signature** | | | | | **Date** | | | | | | |
|  | | |  | | |  | | | | |  | |  | | |  | |
| **Reason if Disapproved:** | | | | | | | | | | | | | | | | | |
| **To Be Filled By The Respective Basis Team Lead (After Granting Access)** | | | | | | | | | | | | | | | | | |
| **Access to Application Granted** | | | | **Name** | | | **Designation** | | **Signature** | | | | | **Date** | | | |
| **SAP User ID:** |  | | |  | | |  | |  | | | | |  |  | |  |
| **Expiration Date:** |  | | |
| **Remarks:** | | | | | | | | | | | | | | | | | |

This form can also be downloaded at <https://agajk.gov.pk/downloads/>

