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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/>

