

# TREASURY

## GOVERNMENT ASSET REGISTER SYSTEM

### Assignment/Removal of Responsibilities

Min/Dept : .....

Tel No:..... Fax: ..... Email:.....

Full Name <i>(Surname in Block Letters)</i>	Exist (Y/N)**	Desig	Login Name	Responsibilities	A/R*

\*A- Assign / R-Remove Responsibilities; Exist(Y/N)-If already a user; Designation - applicant (MSO, OMA, OME, etc)

Justifications for Request:  Transfer .....  
*(Specify previous min/dept)*

Others .....

With effect from.....  
*(To state when officer is proceeding on leave)*

\*\* If New User, please provide contact details

Phone Number:..... Fax No:.....

Email:.....*(Official Government mail address)*

#### Application is recommended by:

*(Note: The Officer signing as GAR Coordinator should not be below the rank of Assistant Permanent Secretary)*

Name : ..... Date : .....

Signature : ..... Post held : .....

#### For Use At The Treasury

**Verified & Found Correct**  
*(GAR Unit)*

**Approved By:**  
*(Officer in Charge- GAR)*

**Processed By:**  
*(TAS Unit)*

Name:..... Name:..... Name:.....

Sig:..... Sig:..... Sig:.....

Date:..... Date:..... Date:.....

**Responsibilities will be processed within two working days of submission**