

TREASURY

TREASURY ACCOUNTING SYSTEM

Assignment/Removal of Responsibilities

(Includes Responsibilities of the Fixed Asset Module)

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, FO/SFO, etc)

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

Others

In case the officer is proceeding on leave, please state the date with effect from which the responsibilities have to be removed..... Date of Removal:.....

** 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 Officer In Charge/Accounting Officer should not be below the rank of a MFO/DPS)

Name : Date :

Signature : Post held :

For Use At The Treasury

Verified & Found Correct

Approved By:

Processed By:

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

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

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

Remarks:.....

Responsibilities will be processed within two working days of submission