



IT Services Requisition Proforma

First Name: _____

Last Name: _____

CNIC Number: _____

Designation: _____

Department: _____

Paste Passport size picture

OR

Send soft copy at

muhammad.danish@
paf-iast.edu.pk

Employment Type: Regular Contract Adjunct / Visiting Daily Wage

Emergency Number (Next of kin): _____

Alternate/Personal Email Account: _____

Own Contact Number: _____ Blood Group : _____

Services Required	
<input type="checkbox"/>	Employee Card
<input type="checkbox"/>	Official Email Account
<input type="checkbox"/>	ERP Account

UNDERTAKING

I agree to abide by the SOP, rules and regulations for IT services enforced from time to time and will not violate them.

Email Format: firstname.lastname@paf-iast.edu.pk *If name of two staff members are same only then their nomenclature would be changed.*

Date: _____

Applicant Signature: _____

Approved By Concerned HoD / HR /
(Official Stamp Is Mandatory)