

Financial System Management Unit

Ministry of Finance, Government of Bangladesh.

NETWORK ACCESS REQUEST

To be completed by User (Applicant)

Full Name: _____

Title / Designation: _____ Short Name*: _____

GPF No.: _____ Date of Birth: _____

Mobile Phone No.: _____ Office Phone No.: _____

Office Name: _____

Office Category**: _____ FINANCE DIVISION _____ Section: _____

Building / Location: _____ Floor/Room No.: _____

Signature: _____ Date: _____
Applicant

Name of Supervisor***: _____ Title/Designation: _____

Signature: _____ Date: _____
Supervisor

To be completed by FSMU

Group: Accounts Budget Mail Internet Other: _____

Organisational Unit : _____

Network User Id: _____ E-mail Id: _____

Initial Password: _____ Host name: _____

Created by: _____ Date Created: _____

User informed and verified by: _____ Date Informed: _____

* Short name refers to any preferred name the User may have, which may be used to allocate unique User Id

** Office Category: Finance Division / CGA / CAO / DCA / DAO / UAO / Ministry

*** All staff below Deputy Secretary require signed approval of their concerned Deputy Secretary

USE OF THIS FORM

The purpose of this form is to register all users that require access to the Public Finance Management (PFM) computer network. All users who must use the PFM network, including the budget, accounts or mail and internet system must complete this form.

The information submitted will be used to build an accurate account of all those officers and staff accessing the PFM computer network as to maintain system security.

No user will be granted network access without having completed the information requested overleaf, and having had their application approved by their office supervisor.

CONDITIONS UNDER WHICH APPLICATION IS APPLIED FOR AND IS GRANTED

I (*the applicant named overleaf*) declare that the information given is correct and I agree to comply with all requirements or any other reasonable conditions that may be imposed by the Director of the FSMU in respect of network access.

I (*the applicant named overleaf*) acknowledge that all information of the PFM computer network and its systems is confidential and unauthorised disclosure, falsifying, damaging or any misuse is an offence.

If approved, as an authorised user of the Finance network you agree to:

- Keep secure and not disclose to another person the unique network user identifier (User Id) and password allocated to you;
- Only use the User Id/password to access data in the system that pertains to your role/designation;
- Notify the FSMU if you suspect that the security of your User Id/password is in any way compromised;
- Notify the FSMU if you gain access or otherwise receive data that does not pertain to your role/designation;
- Not falsify or damage any record or information stored in the system or breach any other security procedure;
- Not copy or distribute system data or applications to any person, machine or media, unless otherwise authorised;
- Notify the Director of the FSMU, or his/her designated representative, if you:
 - Change the computer used to connect to the system;
 - Change the address or location of your normal place of connection;
 - Change any other information submitted overleaf.