

NATIONAL HIGHWAY AUTHORITY

Admin Wing (MIS Section)

REQUEST FOR ISSUANCE OF OFFICIAL LOGIN AND PASSWORD FOR HRMIS

Name: _____ Father/Husband Name: _____

Designation: _____ BS _____ Wing: _____ Section: _____

Nature of Appointment	Regular	Contract	Deputation	Daily Wages	Individual Consultant

Instruction:

The user must change his/her password within three hours after the issuance of login and password for HRMIS.

Declaration:

I hereby declare that I will keep the login and password for HRMIS confidential and change the password from time to time. I further declare that I will inform Web Team in written in case of my resignation and retirement/official disassociation from NHA to discontinue the by name login and password. That in case of my transfer, I will hand over my login and password to incumbent official and ensure that he has placed his password in my presence.

Signature: _____

Dated: _____

CNIC: _____

Mobile No. _____

Approval:

1. Name of the approving Officer: _____

2. Designation of the approving Officer: _____

Date

Signature & Stamp

FOR USE OF ISSUING AUTHORITY

1. Assigned Login: _____

2. Creation Date: _____

3. Issuing Officer Name: _____

Signature of Issuing Officer _____