

DATA REQUEST TEMPLATE

Data Request Template (Annexure-III)

Division : _____ Region : _____
Name of the Office : _____ Circle : _____
Sol ID(s) : _____ Request Date (From Date & To Date) : _____
India post mail id (To which Confidential Data to be sent) : _____
Contact Person Name, Employee ID and Phone No : _____

SI No	Requirement	Description	Details	Requested Action
I	Global Freezing of User(s)	User ID		
		Employee ID / ESS / MSS		
		Financial roles assigned		
II	Collection of Login Information	User ID (from I)		
		Employee ID (from I)		
		Time Stamp in SOL(s) / Date Range		
		Event Logs of the User with SOL ID & Time Stamp		
		Requirement of IP / MAC Id		
III	User Vs SOL Mapping			
IV	Any other data request			

/ Signature of the Authorized Signatory /