



Consumer Profile (CP. PITC) System

USER CREATION / UPDATING FORM

Please choose from one option:

New User Creation	<input type="checkbox"/>	Password Reset	<input type="checkbox"/>
-------------------	--------------------------	----------------	--------------------------

Note: Please fill in capital letters

User Name & (SAP ID): _____

Designation: _____

Cell No: _____

Sub Div/Div/Circle Code: _____

User Rights:

SDO	<input type="checkbox"/>	RO	<input type="checkbox"/>	XEN	<input type="checkbox"/>	CSC	<input type="checkbox"/>	DMIT	<input type="checkbox"/>
SE	<input type="checkbox"/>	DCM	<input type="checkbox"/>	DDT	<input type="checkbox"/>	M&T	<input type="checkbox"/>	M&S	<input type="checkbox"/>

Letter No. _____

Dated: _____

Recommended By

Sanctioned By

Name: _____

Name: _____

Designation: _____

Designation: _____

Cell No: _____

Cell No: _____

Stamp: _____

Stamp: _____

Signature: _____

Signature: _____

Forwarded to

**Director General (IT)
IT Directorate
MEPCO**

Email the duly filled scanned form at (snaps.mcchq@gmail.com)

Instruction regarding filling document

- 1- User Name is a user of a person who will use it. Mentioned his/her name.
- 2- Recommendation and sanctioned will be sign and stamp as follow.

Sr. #	User Rights	Recommended by	Sanctioned By
1	SDO	SDO (Op)	XEN (Op)
2	RO	RO	XEN (Op)
3	XEN	XEN (Op)	SE
4	CSC	CSC (Op)	XEN (Op), SE
5	DDT	DDT	SE
6	DCM	DCM	SE
7	M&T	XEN M&T	RM1, RM2
8	M&S	XEN M&S	Manager M&S
9	SE		SE

- 3- After filling the form send the soft file to mentioned email address and hard copy to IT Directorate MEPCO H/Q Multan.

Note: Make sure the only authorized user uses the allocated ID; system may block the user if multiple logins found.