

## **SAMPLE FORM**

### **NEW USER REQUIREMENT – SAMPLE FORM FILLED FOR YOUR HELP**

<b>First Name</b>	<b>:</b>	<b>Lokesh</b>
<b>Last Name</b>	<b>:</b>	<b>Verma</b>
<b>Employee No.</b>	<b>:</b>	<b>1XXXX0</b>
<b>User ID</b>	<b>:</b>	<b>drmmiitr</b>
<b>E-mail (Official)</b>	<b>:</b>	<b>drmm@iitr.ac.in</b>
<b>Mobile</b>	<b>:</b>	<b>9XXXXXXXXXX</b>
<b>Office Contact</b>	<b>:</b>	<b>01332-28-4886</b>
<b>Designation</b>	<b>:</b>	<b>Deputy Registrar</b>
<b>Division</b>	<b>:</b>	<b>Material Management Section</b>
<b>Aadhar Details</b>	<b>:</b>	<b>56XX-XXXX-XX67</b>
<b>Role (Buyer/ Consignee /both)</b>	<b>:</b>	<b>Secondary user</b>
<b>Complete Address</b>	<b>:</b>	<b>Material Management Section, Indian Institute of Technology, Roorkee Distt.: Haridwar PIN-247667 Uttarakhand (INDIA)</b>

## **NEW USER REQUIREMENT FORM**

**NEW USER REQUIREMENT – FORM TO BE FILLED BY THE USER TO GET REGISTERED AS BUYER/CONSIGNEE**

**First Name (Full) :**  
**Last Name :**  
**Employee No. :**  
**User ID :**  
**E-mail (Official) :**  
**Mobile :**  
**Office Contact :**  
**Designation :**  
**Division :**  
**Aadhar Details :**  
**Role : SECONDARY USER(BUYER/CONSIGNEE)**  
**Complete Address :**

**\*All the above details are mandatory.**

**\*Aadhaar card should be linked to user mobile number (presently in use) for OTP.**

**\* Please fill the complete form as per the sample and mail the attachment on [mmiitr@iitr.ac.in](mailto:mmiitr@iitr.ac.in) for secondary user ID creation.**