People's Republic Of Bangladesh
iBAS++ User Registration Form
for
Autonomous Organisation

Picture

User Name:

User ID:

To be Completed by User (Applicant)				

Full Name (English)				
Full Name (Bangla)				
National Id No			Date of Birth	
Email Id			Cell Phone No	
Office Name				

Office Code	Ministry	Department	Autonomous Organisation	Unit Office/ Project (if any)

Title/Designation				
Signature (Applicant)			Date	

User Type (Select Any One) [To be Completed by Applicant's Supervisor]		
Role of User	Role of Module Budget	Type of Budget
☐ Entry ☐ Approve	☐ Budget Preparation ☐ Budget Execution ☐ EFT Transmission	☐ Operating ☐ Development

Supervisor Name			
Title/Designation			
Cell Phone No.		Supervisor's Signature & Seal	
Email Address			

To be Forwarded by Budget Branch, Line Ministry/Division			
Officer's Name		Rank/Designation	
Section/ Branch		LM/D Officer's Signature & Seal	
Ministry/ Division			

To be Approved by Budget Desk Officer, Finance Division (FD)			
BDO Name		Signature & Seal FD Supervisor (BDO)	
Section/ Branch			

To be Created by iBAS++ Support Team/ FSMU, Finance Division (FD)			
Allotted User Login Id			
Created By (on behalf of FSMU)		Date of Creation	
Approved by		To be Verified by	

NB. (1) Minimum two users (Entry & Approving) are required for each outlet.

(2) For any queries please contact PEMSP Helpdesk: Tel. 8391131-32, at 25, Segunbagicha (2ⁿᵈ Floor, UCEP Cheyne Tower), Dhaka.

USE OF THIS FORM

The purpose of this form is to register all users that require access to Integrated Budget and Accounting System (iBAS++). All users who need to use iBAS++, including the budget preparation, accounting of budget execution, must complete this form.

The information submitted will be used to build an accurate account of all those officers and staff accessing iBAS++ as to maintain system security.

No user will be granted access without having completed the information required overleaf, and having had their application approved heir controlling authority.

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 competent authority in respect of iBAS++ access.

I (the applicant named overleaf) acknowledge that all information of system is confidential and unauthorized disclosure, falsifying, damaging or any misuse is an offence.

Applicant's Signature : _____

If approved, as an authorized user of iBAS++ you agree to:

- Keep secure and not disclose to another person the unique user identifier (User Id) and Password allocated to you.
- Only use the user Id/Password to access or otherwise receive data that does not pertain to your role/designation.
- Notify the system admin if you gain access or otherwise receive data that does not pertain to your role/designation.
- Notify the system admin if you suspect that the security of your User Id/Password is in any way compromised.
- Not copy or distribute system data or applications to any person, machine or media, unless otherwise authorized.
- Notify the system admin, if you:
    o Change your current post
    o Change the address or location of your normal place of connection
    o Change any other information submitted overleaf