



Internet Information Upload Form

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|---|-----------------------------------|
| Division/Branch /Section : _____ | Ref. No : (____/____) |
| Part I : To be filled by Requester | |
| Branch/Section : _____ | |
| Name : _____ | Designation : _____ |
| Signature : _____ | Date : _____ |
| Description (attach details if necessary) : | |
| | |
| Justification : | |
| | |
| Part II : To be filled by Sectional Head/Superintendent/Assistant Director/Deputy Director | |
| Remarks : | |
| Name : _____ | Decision : Approve / Reject / KIV |
| Signature : _____ | Date : _____ |
| Part III : To be filled by Webmaster | |
| Uploaded by : _____ | Date : _____ |
| File name : | |
| File Location Path/Directory : | |
| Remarks : | |
| | |