



HYDERABAD ELECTRIC SUPPLY COMPANY

Outward No. _____

Dated: _____

CERTIFICATE / PERFORMA FOR ENC USER LOCK / UNLOCK / PASSWORD RESET

Please tick (✓) the option:

User Role:

Officer:	<input type="checkbox"/>	Operator:	<input type="checkbox"/>
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Form Reason:

To Un-Lock User:	<input type="checkbox"/>	To Reset Password	<input type="checkbox"/>	To Lock User:	<input type="checkbox"/>
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I hereby certify that undersigned officer / official uses the following ENC User ID & password, only by him/her and it will never be shared with anyone. I fully understand that misuse of my User ID will be my sole responsibility. I will also be responsible to inform O/o DG(IT) at once, upon transfer or change of assignment; so that the ID may be locked and Password of said User ID may be changed for the successor.

Region/Circle/Division/Sub-Division Code: _____

Name: _____

CNIC No: _____

Designation: _____

Department/Office: _____

Payroll Emp. code: _____

Mobile No: _____

Email address: _____

User Level (For HCC Only)

COMPANY	<input type="checkbox"/>
CIRCLE	<input type="checkbox"/>
DIVISION	<input type="checkbox"/>
SUB-DIVISION	<input type="checkbox"/>
ENC User ID:	

User Signature: _____

It is certified that the above provided information is correct. I understand, having him/her under my command, it's my responsibility to keep monitoring him/her for any violation of policy or misuse and inform the O/o DG(IT) for any change or relevant information, to avoid any illegal practice or damage to the System/ Company.

Controlling Officer Stamp & Signature _____

Instructions for Users

- Change your password after login at first time and remember it.
- Do not share User ID and Password to anyone.
- Do not save your User ID and Password on system or browser.
- Change your password time to time, if you need.