

Internet Access Request Form (New User)

(Sanchar Bhawan)

PART A (To be Filled by User)

1. Name (*).....
2. Designation (*).....
3. Division / Section (*).....
4. Floor No (*)..... 5. Room No (*).....
6. Mobile No (*)..... 7. Intercom No ()..... 8. Landline No.....
9. NIC / Official Email-ID (*)
10. Reporting Officer Name (RO) (*).....
11. Reporting Officer Mobile No 12. RO Intercom.....
13. RO Floor & Room No (*).....14. RO Designation(*).....
15. RO Email-ID.....
16. OTRS Portal Ticket No. (*)

Date :-

User Signature :-

PART B (To Be Filled by Network Support Team)

1. IP Address..... 2. MAC Address.....
3. Device Type 4. Host Name.....
5. OS..... 6. I/O ID.....
7. Switch Port No..... 8. Antivirus Status.....
9. Antivirus Name.....

Date:-.....

Network Engg Sign :-

Instructions

Use This form to apply for Internet access in case of New User

- 1) First Raise a Ticket on OTRS Portal (Servicedesk.nic.in) or 1800 111 555.
- 2) Fill in Part A of the Form
- 3) Either send the Scanned copy of filled in Form to (support.dot@nic.in) ,
mentioning the “Ticket No” in the mail OR Physically submit the Form in
Room No. 720
- 4) After Verification of the details, Internet Connection Will Be activated.