Internet Access Form (Change of Location)
(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 [Previous/Old Location of User] (To Be Filled by IT Support Team)

1. IP Address………………...   2. MAC Address………………………

3. OS………………………….   4. I/O ID…………………………....

5. Switch Port No………….....   6. Antivirus Status…………………

    Date:-………………..   **IT Engg Sign :-** ……………………

PART C [New Location of User] (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 :-** ……………………

Fields Marked with (*) sign are Mandatory

Instructions

<u>Use This form to apply for Internet access in case of Change of System Location within SANCHAR Bhawan</u>

1) First Raise a Ticket on OTRS Portal (Servicedesk.nic.in) or 1800 111 555.

2) Fill in Part A of the Form (New Location details)

3) Call the IT Support Team (Intercom No. 6152)

4) IT Support Engineer will fill in Part B of the Form & will Shift User Hardware to New Location.

5) 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

6) After Verification of the details, Internet Connection will be activated

Fields Marked with (*) sign are Mandatory