Internet Access Surrender/NOC Form
(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 IT Support Team)

IP Address	MAC Address	Device Type	Host Name	OS	I/O ID	Antivirus Status	Antivirus Name

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

PART C (To Be Signed by Network Support Team)

Certified that The Entries Are Deleted/Updated in IPAM database

Date:-………………..   **N/W Engg Sign :-** ………………

Fields Marked with (*) sign are Mandatory

Instructions

<u>Use This form to Surrender Internet access in case of Transfer or NOC purpose</u>

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

2) Fill in Part A of the Form

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

4) IT Support Engineer Will Fill in Part B of Form.

5) Then Submit the Hard Copy of NOC form in Room no. 720, Network support team will update the IPAM database and certify the same in Part C

6) Then submit the Certified Form to the IT Support Team Room No. 804