

**National Informatics Centre
Department of Information Technology**

Service Request Form

(For Updating/Adding/Remove a Service*)

1. Name of the Organization:
2. Name of the Department:
3. Requested Service: FTP/SFTP/TELNET/SSH/DATABASE/Others
4. Application Name:
5. Service Required on the Server:

From (Source IP number)	To (Destination IP number)	Service(s) to be accessed by the server (with reason)			Protocol (tcp / udp)	Permit for Time & Day		
		Name	Port(s)	Reason		From (Hrs)	To (Hrs)	Day(s) of week
								M T W T F S S

6. Contact Person (from NIC)	Name: Designation: NIC Centre: State/ City: Pin: Email: Phone:
7. Contact Person (from user)	Name: Designation: Deptt./ Organization: State /City: Pin: Email: Phone:

8. Signature of HOD (Organization) with date and Seal: Name & Designation of HOD:	
Mobile No.:	Email :
9. Signature of Project Co-coordinator (NIC) Name & Designation of HOD:	
Tel. No.:	Email :
10. Signature of in-charge (Data Center) Name & Designation:	
Tel. No.:	Email :