

**Entry Permission to IDC for Other Organisations  
whose Servers are co-located in IDC**

Date \_\_\_\_\_

For NIC Personnel

Name of NIC Coordinator \_\_\_\_\_

Designation \_\_\_\_\_ Employee Code \_\_\_\_\_

Contact No. Tel / Mob. \_\_\_\_\_ E-mail ID \_\_\_\_\_

Group / Division Name \_\_\_\_\_ Project Name \_\_\_\_\_

Server Name \_\_\_\_\_

Paste Passport Size Photograph
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Details of Person of other Organisation

Name of Person \_\_\_\_\_

Designation \_\_\_\_\_ Employee Code \_\_\_\_\_

Contact No. Tel / Mob. \_\_\_\_\_ E-mail ID \_\_\_\_\_

**Kindly Mention The Zone for which Permission is to be granted:**Zone - 1     Yes     NO    For Entering into Conference Room And Guest AreaZone - 2     Yes     NO    For Entering into Webcast Room, Lobby Area, AHU and areas covered in Zone-1Zone - 3     Yes     NO    For Entering into Deck Area and areas covered in Zone-2Zone - 4     Yes     NO    For Entering into Equipment Area (Server Room) and area covered in Zone-3

Date (From) \_\_\_\_\_ (To) \_\_\_\_\_

Coordinator's Signature \_\_\_\_\_ Administrator Signature \_\_\_\_\_

Approved by HOD DC&WS     Yes     NO    Signature HOD DC&WS \_\_\_\_\_

Note: This form is mandatory to be filled for accessing IDC Premises. This form must be filled in duplicate, get appropriate signatures from the concerned and one copy submitted to IDC for records. The level of access must be filled by the concerned Coordinator. The permission is valid for maximum of Six months.