

Entry Permission to IDC

Date _____

Group / Division Name _____

Project Name _____

Server Name _____

Administrator Name _____

Designation _____ Employee Code _____

Contact No. Tel / Mob. _____

Name of HOD _____

Designation _____ Employee Code _____

Contact No. Tel / Mob. _____

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

HODs Signature _____

Administrator Signature _____

Approved by HOD DC&WS Yes NO Signature HOD DC&WS _____

Signature Chief Security Officer _____

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 copies submitted to CSO and IDC for records. The level of access must be filled by the concerned HOD.