

Equipments Entry in IDC

Date \_\_\_\_\_

Administrator Name \_\_\_\_\_

Contact details \_\_\_\_\_

E-Mail \_\_\_\_\_

HOD Name \_\_\_\_\_

Project Name / Service Name \_\_\_\_\_

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

Equipment /Server Name \_\_\_\_\_

Make & Model \_\_\_\_\_

Serial Number \_\_\_\_\_

Size ( 1U, 2U, 4U, 8U etc) \_\_\_\_\_

Purpose  New Installation  POC/Test  Replacement

If any other reason than above \_\_\_\_\_

Equipment Details with power requirement \_\_\_\_\_

Date of Installation \_\_\_\_\_

If to be returned, Expected date \_\_\_\_\_

Signature

Administrator \_\_\_\_\_

HOD Concerned Division \_\_\_\_\_

For IDC Purpose

Asset Manager \_\_\_\_\_

Physical Security Manager \_\_\_\_\_

HOD DC&WSD \_\_\_\_\_