

## Temporary Entry Permission to Equipment Area

(For Vendors / SLAs / Outsourced Manpower.)

Valid from Monday to Friday from 9:00 am to 6:00 pm. Prior Permission to be obtained for working on Weekends / Holidays and beyond office hours

Date \_\_\_\_\_

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

Project Name \_\_\_\_\_

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

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

Designation \_\_\_\_\_

Contact No. Tel / Mob. \_\_\_\_\_

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

Designation \_\_\_\_\_

Contact No. Tel / Mob. \_\_\_\_\_

**Note: If Non NIC Official is required to enter the premises, NIC Official must accompany the person and remain in premises till the assignment is over .**

Fill the details of NON NIC official entering the premises

Name of Person Entering \_\_\_\_\_ Company Name \_\_\_\_\_

Designation \_\_\_\_\_ Contact No \_\_\_\_\_

Purpose of Entering Premises \_\_\_\_\_

Permitted to enter  Yes  NO Date of entry \_\_\_\_\_

Time From \_\_\_\_\_ Time Upto \_\_\_\_\_

Administrator Signature \_\_\_\_\_

HODs Signature \_\_\_\_\_

Declare If any Laptop / Removable Media / Electronics item being taken inside premises \_\_\_\_\_

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