



UPSDC- CO-LOCATION HARDWARE INSTALLATION FORM_v1.1						
Requester Name				Request Date		
Designation				Contact No		
Email ID						
Department						
Postal Address						
Hardware Details	Type (Server/ Network)	Make	Model	Serial No.	Warranty Start Date	Warranty End Date
Software Details	Operating System		Database		Antivirus	
	Name :		Name :		Name :	
	Version :		Version :		Version :	
Declaration by Department	• Department will be responsible for Hardening all hardware to be installed. • Department will be responsible for updating & upgrading of all installed software. • Department will be responsible for updating security patches/bios firmware etc. • Department will be responsible for installing and updating Anti-virus in its system/server. • Department will be responsible for submitting security audit certificate of its application & ensure re-submission of certificate, in case of any change made in application after security audit. • Department will be responsible for maintaining the Hardware AMC and Software support. • Department will be responsible for adhering all the information security related controls and CERT-IN advisory and guidelines.					
Requester		HoD/ Authorized Signatory		Nodal Officer		
(Signature & Stamp)		(Signature & Stamp)		(Signature & Stamp)		



DCO USE ONLY			
Call ID		Assigned to	
Call Assigned Time		Call Close Time	
Remark (if any)			
Call Completed By Name & Sign & Date			
Remarks			

DCM, UPSDC

(Signature & Stamp)