



UPSDC- NEW AD/FTP USER CREATION REQUEST FORM_V1.1			
Requester Name		Request Date	
Designation		Contact No	
Email ID			
Department			
Postal Address			
Requested FTP User	FTP User ID: Application Name: Application URL:		
Validity (In Months)	(Max. one year or till the date of expiry of security audit certificate)		
Note:	1. Security of FTP password will responsibility of the Department. 2. Security Audit Certificate compulsory required at the time of New Web Application hosting. 3. As per ISO 27001 Security policy, FTP password will expired every 30 days and after expiry of FTP password, it compulsory the departmental official will visit UPSDC and reset password by himself.		
Requester	Approval from Dept. head / authorized officer	Nodal Officer, UPSDC	
(Signature & Stamp)	(Signature & Stamp)	(Signature & Stamp)	
DCO Use Only			
SR Ticket No		Assigned to	
CR Ticket No.			
Call Assigned Time		Call Close Time	
Call Completed By Name & Sign			
Remark (if any)	FTP password has been reset by myself. Request Signature (ID Proof Required)		

Assignee Signature

DCM

Signature & Stamp

