

Government of India  
Ministry of Information Technology  
**National Informatics Centre**  
District Centre, Bilaspur (C.G)  
IP Address Request Form

Application No: - ..... Date: ..... (For Govt. Purpose)

**Head of Office Details**

1. Name of Officer: - \_\_\_\_\_ Designation \_\_\_\_\_
2. Landline No. \_\_\_\_\_ Mobile No. \_\_\_\_\_
3. Email ID: - \_\_\_\_\_
4. Address: - \_\_\_\_\_

**User Details**

1. Name of User: - \_\_\_\_\_ Designation \_\_\_\_\_
2. Address: - \_\_\_\_\_
3. Division/Department: - \_\_\_\_\_
4. Contact No.:- \_\_\_\_\_
5. Email ID: - \_\_\_\_\_
6. Location of Node/Room No.:- \_\_\_\_\_
7. Detail of the IP address allocated:-

Serial No.	User Name	User IP	MAC Address	Operating System

(Use Separate Sheet if Require)

8. Requirement of IP Address: Yes/No: \_\_\_\_\_
9. If Yes then No. of IP Address required: \_\_\_\_\_
10. Trend Micro Antivirus installed: Yes/No: \_\_\_\_\_

**Declaration**

I hereby declare that the information provided is correct. The requirement is approved by the competent authority. I will comply with the terms and conditions of NIC and follow the IP usage policy. I will surrender the IP address when not required and inform the same to the assigning authority. I will inform the assigning authority when the administrator of the node is changed.

Date and Signature of Network Engineer

Date and Signature of the Subscriber

Signature and seal of the Approving Authority