

## National Informatics Centre - Bhubaneswar, Odisha

**NO DUES FORM***( for Outsource Manpower / MSP/JPL Manpower posted in NDC / NIC )* NIU, NDC Bhubaneswar NIC Odisha State Centre**Section - 1 : Details of the Outsource staff / MSP/JPL Team member**

Name

Project Name

Company Name

Designation

Mobile Number

Email ID

Date of Joining

Date of Releaving

Signtaure, Date

**Section - 2 : Revocation of System/FW/LAN/Web/ID/Access permissions**

<b>Resource / Access details</b>	<b>Action Taken</b>	<b>Name of the NIC Officer / JPL Project Namager</b>	<b>Signature with date</b>
1. DC Access card			
2. AEBAS Attendance			
3. NIC Alloted IP Address , MAC			
3. VPN Account			
4. Remote Access Account			

5. System User Accounts, Admin Accounts			
6. Application User Accounts, Admin accounts			
7. Hardware / Desktop /Laptop /Printer			
8. Support Email Account Mobile No removed:			
9. NIC Temporary Pass (SWAGATAM)			
10. Any Other permission			

**Section - 3 : Reporting Officer details - NIC Officer / MSP/JPL Project Manager**

*This is to certify that all access permissions granted to outsourced staff have been revoked.*

Name	
Designation	
Mobile No	
Email ID	
Signature	
Date	
Remarks if any	

**Note : The Completed NO DUES Form has to be submitted to Security Officer for Record.**

Name of the Security Officer	
Signature, Date	
Remakrs if any	

**Ensure that, No outsourced staff shall be relieved without submitting this No Dues Form.  
NIC Officers and the MSP/JPL Project Manager must ensure compliance.**