

**Request cum Authorization Letter by the User department
to Remove/Relocate Project Hardware from NDC-BBSR**

To
The Head – NIU, Bhubaneswar
National Data Centre (NDC),
National Informatics Centre
(NIC),
Unit-4, Sachivalaya Marg, Bhubaneswar, 751001, Odisha.

Subject: **Request cum Authorization letter to remove Old and Obsolete Hardware/Devices/Systems of (Dept. name: _____) from NDC, NIU- Bhubaneswar, On closure of the project / or Relocation of Project.**

Sir/Madam,

This is to inform you that, the items listed in the attached form belong to this department and have been declared old and obsolete/In-Use. These items are no longer operational or in-use and are proposed to be relocated / moved to the department office.

Declaration by User department / Applicant/ HOD (Concerned Division)

I hereby certify and declare that:

- All applicable services associated with the above-mentioned co-location application and hardware have been identified and decommissioned in accordance with the prescribed decommissioning checklist. A copy of the completed checklist is enclosed.
- I understand that the request for removal of the equipment will be processed only after all applicable decommissioning activities have been completed.
- I understand that the unmounting of hardware devices from the Data Centre racks and the subsequent shifting/transportation of the equipment shall be carried out by the Department/Ministry using its own manpower and technical personnel.
- We acknowledge that NDC/NIC shall not be responsible for the backup, retention, or recovery of any data or information stored on the equipment. We further understand and agree that NDC/NIC may reclaim all resources associated with the equipment, including but not limited to rack space, IP addresses, network resources, storage, backup resources, firewall rules, and other allocated infrastructure, without any further notice to the Department.
- This Department undertakes to clear any outstanding dues payable to NICSI towards the Data Centre services availed by the Department, as and when such dues are intimated.
- As the project is being closed/relocated, it is requested that the above-mentioned equipment may kindly be released and returned to this Department for further processing in accordance with the applicable departmental procedures.
- A duly signed Equipment Removal Form containing the serial number(s), proof of ownership, and other relevant details of each equipment item is enclosed in support of this request.

Authorization :

The Department hereby authorizes the following representative(s) to:

- Receive the equipment from the Data Centre.
- Collect and sign the Gate Pass.
- Complete all formalities related to the handover and transportation of the equipment back to the Department.

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Shri/ Smt : _____

Designation : _____

Employee ID : _____

Mobile No : _____

You are requested to kindly facilitate the release of the equipment and coordinate with the authorized officer for the smooth transfer.

Your cooperation in this regard is requested.

Thanks, and regards,

Department Name	
Project Name	
NICSI - Project No	
Project Start Date	
Name of Head of the User department	
Designation	
Office Address	
Email ID	
Contact No.	
Office Seal	

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Services Decommissioning Check List :

(User Department Project Team has to make sure the following pre-requisites are met :)

Sl. No.	Item Description	Applicable (Yes/No)	Completed (Yes/No)	Remarks
1	DNS entries removed through e-Forms portal for Public IP assigned from NDC			
2	Public IP NAT configurations removed through FARPS portal			
3	All Port opening requests removed through FARPS portal			
4	Network Pools and IP Addresses release/surrendered to NDC Network Team			
5	Load Balancer (LB) configuration removed			
6	Web Application Firewall (WAF) configuration removed			
7	SSL certificate /configuration removed			
8	SAN storage allocation removed			
9	NAS storage allocation removed			
10	Object storage allocation removed			
11	Backup configuration and services removed			
12	Any other associated cloud services decommissioned (if applicable)			
13	A copy of the No-Dues/NOC from NICSI is submitted to NDC Team. (as applicable for paid projects).			
14	Equipment Removal Form(attached)			
15	If any other permissions etc....			

NIC Project HoD Name (if applicable)	
Designation	
Email ID, Mobile No.	
Signature with Date	
Remarks	

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===== **FOR NIU/ NDC INTERNAL USAGE** =====

Verification by ICT Infrastructure Team (NDC-BBSR)	
The above equipment details and check list items have been verified and all required Decommissioning activities have been completed.	
Equipment Removal Change Request No :	
Name of the HOD /Officer in-charge	
Contact Mobile No	
Email ID	
Signature with Date	
Approval by Head-NIU, NDC-BBSR Approved for Equipment Removal.	
Name of the Head- NIU/HOD/Officer in- charge	
Designation	
Signature	
Date	
