



राष्ट्रीय सूचना-विज्ञान केन्द्र, कूचबिहार

NATIONAL INFORMATICS CENTRE, Cooch Behar

Office of the District Magistrate (2nd Floor), Sagar Dighi Campus (West), Cooch Behar – 736101
Office Phone: 03582-223019 * e-Mail : wbcch@nic.in

IP Address Request Form

Application No.: _____

Application Date : _____

(Fill All the Information In Capital Letters Only)

Name of Department / Division : _____

No. of IP Address required : _____

Purpose : _____

Name of Officer-in-Charge or HOD : _____

Mobile no. of Officer-in-Charge or HOD : _____

Office Phone no. : _____

Office e-Mail Address : _____

System will be used by : _____
Name of User : _____
Designation : _____

Type of Device using the IP : Laptop Desktop PC Wi-Fi Others

Operating System of Device using the IP : _____

Anti-virus Status (Name of Anti-Virus)* : _____ (already installed)

Network Cable Status : New Cable laid Old Cable existing

Remarks (if any) : _____

Declaration:

I hereby declare that the information provided above is correct. The requirement is approved by the competent authority. I will comply with the **Terms & Conditions of NIC** and follow the **IP usage policy** (given below). 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 User of the node is changed or the Computer has been Formatted due to technical reasons and needs to re-assign the allotted IP.

Signature of Applicant with Date

Signature of Head of Department with date

Official Seal:

* Note:

NICNET user Policy:

1. Licensed Anti-Virus must be installed in Client/Server PC; need to update Anti-Virus on regular basis.
2. Any unauthentic and unofficial website access is to be restricted to the Client PC.
3. Access is prohibited to any P2P Applications (such as Skype, Yahoo Messenger, Video-Chat, Facebook / Whatsapp video calling).
4. Proxy or **NATTING** is prohibited in **NICNET**.
5. Installation of Wi-Fi device is restricted without proper approval of the assigning authority.
6. Network should be distributed from manageable network switch at any point.

