

### Application / Database - Change Management Request Form

This form aims to streamline the Application/Website & Database change request process.

#### Requester's Section

Requested By		Request Date	
Requester Email ID		Requester Contact No	
Department Name & Address		Development Agency/SI organization Name & Address	
		Change Type (Permanent / Temporary)	
Application URL		Change in (Website / Database)	
Change Details (with Reason of Change)			
Impact details			
Rollback Plan (Recovery Mechanism)			
Requested By [Sign, Name and Date]			

#### Approver's Section

HPSDC Project Manager [Sign, Date]		HPSDC Nodal Officer [Sign, Date]	
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#### Admin's Section (HPSDC Operator)

Assigned to		Call ID	
Changes Done (Yes/No), If No please mention the reason			
Any perceivable issues (if Yes, inform Approver immediately, discuss and close)			
Effective Completion Date			
Completed by [Sign and Name]			
Remarks (if any) by Admin Group			

The complete filled form, duly signed by the request owner, and approved from HPSDC Nodal Officer & Project Manager, may be submitted at HPSDC Helpdesk.  
For any assistance, call on +91-7807401412, [helpdesk.hpsdc@hpmail.gov.in](mailto:helpdesk.hpsdc@hpmail.gov.in)

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