

VPN Access Request Form

This form aims to streamline the VPN access request process.

Requester's Section

Requested By		Request Date	
Requester Email ID		Requester Contact No	
Department Name & Address		Development Agency / SI Department Address & Project Name	
Access Permission Detail	Source IP Address & Location	Destination IP address of Web/App/DB/Staging Server etc	Service / Port (TCP / UDP)

Terms & Conditions:

- ✓ The user shall be responsible for the safety of VPN account password.
- ✓ By not doing so the account may be compromised by hackers and the hacker can misuse the same account. HPSPDC is neither responsible nor accountable for any such misuse of the compromised VPN account.
- ✓ The VPN account shall be used only to accessing authorized servers/ resources.
- ✓ User shall not indulge in any unauthorized activity or attempt to gain unauthorized access to other servers or resources in SDC.
- ✓ Any unauthorized software should not be installed in the system from where VPN service will be used.
- ✓ User shall be responsible for the contents / data uploaded to the servers through VPN connection. HPSPDC is not responsible for the contents that are being accessed / upload by the user.
- ✓ Since user will be accessing application /server/db through VPN and shall be responsible in case of any issue reported.

Requested By [Sign, Name and Date]

Approver's Section

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

Assigned to		Call ID	
Access Given (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 HPSPDC Nodal Officer & Project Manager, may be submitted at HPSPDC Helpdesk.
For any assistance, call on +91-7807401412, helpdesk.hpsdc@hpmail.gov.in

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