Data Deletion Request Form

This form aims to streamline the data deletion process.

Requester's Section

Requested By		Request Date	
Requester Email ID		Requester Contact No	
Department Name & Address		Development Agency/SI organization Name & Address	
Data Deletion Detail (with Reason of Deletion)			
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]	

Admin's Section (HPSDC Operator)

Assigned to		Call ID	
Deletion 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

Department of Digital Technologies & Governance, IT Bhawan, Mehli, Shimla,Himachal Pradesh, 171013