

### Computer Section

## SAHA INSTITUTE OF NUCLEAR PHYSICS

### Intimation of movement of IP enabled devices in wired network.

Full Name of the Applicant (in block letters) :  
 Employee ID :  
 Division/Section :  
 Extn :  
 Building to which device is moved :  
 Room No to which device is moved :  
 Wall Outlet I / O No. from where device is moved :  
 Wall Outlet I / O No. to where device is moved :  
 MAC address of device (in block letters) :

.....

Signature of the applicant with date

Authorised by:

Not required by Faculty Members

.....

Signature of Head of the Division/Section where computer / device is located with date

### Applicants may kindly note the following

- ✓ The network may have to be brought down at short notice because of urgent system maintenance or other reasons.
- ✓ Changing the IP address allotted without consent from the Computer Section will lead to device being disconnected from the LAN.
- ✓ Moving an IP address enabled device without intimation from the Computer Section will lead to device being disconnected from the LAN.

[For office use only]

From I / O No. .... To I / O No..... From Panel Port No.....

To Panel Port No. .... Signature.....