

		
Sno.	Title	Details
1	Name of Administrative Department	
2	Name of Department / Organisation	
3	Name of Office	
4	Name of Head of Office / Officer-in-Charge	
5	Designation of Officer	
6	Office (STDCode)Telephone No	
7	Mobile Telephone No	
8	Office Email Id	
9	Address (Bulding No. / Road)	
10	Name of (Village)	
11	Name of (Village/Taluk)	
12	Name of (Panchayath/Block/Municipality/Corporation)	
13	Name of (District)	
14	Location PinCode	
15	Major Landmark adjacent to Office Building	
16	Ownership of Building where Office is located (OwnBuidling/GovtBuilding/Rented from Private/Rented from	
17	Number of Employees	
18	Number of Seats	

	Sno.	Title	Details
	19	Number of PCs Available	
	20	Number of New/Additional PCs planned in next 3 Months	
	21	Number of New/Additional PCs planned in next 12 Months	
	22	Availability of Local Area Network (Yes/No/in 6months)	
	23	Availability of UPS (Yes/No/in 6months)	
	24	If yes, Switch Type	
	25	Availability of Internet Access (BSNL/Other/No/in 6months)	
	26	Office Working Hours (from : to)	
	27	Number of Daily Power Failures (1-2, 3-5, 6-9,>10)	
	28	Duration of Daily Power Failures (<5min, <15min, >15min)	
	29	Specify Name of Department Software Project that requires WAN Access (KVAT etc)	
	30	Specify Name of Common Govt. Software Project that requires WAN Access (like SPARK, eMAIL etc)	
	31	Type of WAN Link required (Leased Line Link, Local LAN Link, WirelessLink, Dial-Up Link, Broadband VPN Link)	
	32	Bandwidth of WAN Link required (64kbps-128kbps, 256kbps-512kbps, 1Mbps-2Mbps, >2Mbps)	
	33	Name of Nearest KSWAN POP	
	34	Distance (km) to Nearest KSWAN POP	
	35	Name of Nearest BSNL Exchange	
	36	Distance to Nearest BSNL Exchange	

Date

Office Seal

Authorised Signatory.