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| --- | --- |
| **Request for use of Laptop in ONGC Network** | |
| 1. Name |  |
| 1. Designation |  |
| 1. Department & Location |  |
| 1. CPF No. |  |
| 1. Contact Information   (Mobile No. & E-Mail ID) |  |
| 1. Reasons for use of Laptop |  |
| 1. Laptop |  |
| * 1. Make |  |
| * 1. Model |  |
| * 1. Laptop ID/Serial No. |  |
| * 1. Operating System (OS) on laptop (with version) – ***Only Windows based Laptops allowed*** |  |
| * 1. OS build *(For Win 10, Click* Windows 10 Icon Logo Vector (.EPS) Free Download *+ I -> System -> about -> OS build under Windows specifications)* |  |
| * 1. Name of AntiVirus (A/V) on laptop |  |
| * + 1. **A/V** **Subscription ending date** |  |
| I hereby certify that above laptop is in my possession and I shall take utmost care to protect this laptop, the data stored in it, and ONGC IT infrastructure from **theft, loss, viruses, malwares & other agents**. I comply to **guidelines mentioned below** and to **Information Security policy of ONGC.**  I also hereby expressly undertake that I shall be fully accountable for all the software and usage of the Laptop and shall not use any proxy-avoidance software while being connected to ONGC network.  In case, it is found that the said Laptop is not meeting any of the above requirements or subsequently banned software has been installed on the Laptop, I shall be liable for action under ONGC CDA rules. | |
| Date: | Signature of Employee |
| 1. For **Infocom** use only | |
| 1. OS shall be Windows 10 or in compliance with ONGC Policy | (Y/N) |
| 1. Anti-Virus client with valid license | AV Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. MAC Address of Laptop to be connected to Network | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. Proxy Avoidance software/Malware status | (Y/N) |
| **Recommended and Forwarded by Infocom** | |
| Name: | Designation: |
| Date: | Signature |
| **Name of Offshore Location:** | |
|  | |
| **Recommended and Forwarded by Location Manager (LM) / Surface Area Manager (SAM) / Rig Manager / OIM** | |
| Name: | Designation: |
| Date: | Signature |
| **Approved by Sectional I/c (Not Below the Rank E7 or L2 level Officer)**  (Applicable only for Survey Vessels) | |
| Name: | Designation: |
| Date: | Signature & Seal |

Note: Validity of the Approval – 01 (One) Year from the date of issue

**Guidelines to be followed**

Following **guidelines** shall be strictly adhered to in case the user wants to connect his laptop to ONGC Network at platform/rigs/installations:

1. Operating System (OS) on laptops shall be licensed and shall adhere to ONGC laptop and IS policy.
2. Every laptop connecting to ONGC Network shall have a licensed anti-virus to protect the laptop and ONGC network.
3. Both OS and Anti-Virus shall have latest updates before going to platform and connecting to ONGC Network.
4. Infocom team at platform is required to check the anti-virus (A/V) software on the laptop and shall confirm that it is licensed. If laptop does not comply points 8.a and 8.b, request for laptop will be rejected
5. Each ONGC user shall be given individual IP for the laptop and there must not be any conflict wrt IP address.
6. Infocom at platform to maintain the record of MAC address and Corresponding IP address given to ONGC user. MAC address authorised as per record would only to be allowed in ONGC Network at platform/rig/installation.
7. Laptops connecting to ONGC network for malicious purpose, or using any proxy bypass software or visiting any prohibited sites shall be barred from platform and future request of the user will not be entertained. Further action as per CDA rules may be taken.
8. User found guilty of such usage as mentioned in point no (g) shall be dealt according to ONGC IS policy
9. Laptop having any issue which can hamper ONGC Network to be isolated and shall only be re-allowed after corresponding issue is fixed
10. It is the user responsibility to maintain the laptop in healthy condition w.r.t ONGC Network
11. Users adhering to above guidelines, ONGC laptop and IS policy shall not be declined for IP address for his/her laptop in any case.
12. Sufficient IP address for platform for each Individual shall be maintained. In case more IP address is required, request to be sent for IP subnet to respective office at base.