

### Co-Hosting Form for A&N State Data Centre

1	Name of the Department/ Organization																																						
2	Department Type (pls put tick mark on the applicable column)	UT Administration	<input type="checkbox"/>	Central Govt. Organization	<input type="checkbox"/>																																		
		PSU	<input type="checkbox"/>	PRIs	<input type="checkbox"/>																																		
		Urban Local Bodies	<input type="checkbox"/>																																				
		If Others, pls specify																																					
3	Contact Details of Point of Contact of Department	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td colspan="2"><b>Level-1</b></td></tr> <tr><td>Name</td><td></td></tr> <tr><td>Designation</td><td></td></tr> <tr><td>Landline No.</td><td></td></tr> <tr><td>Mobile No.</td><td></td></tr> <tr><td>Email id</td><td></td></tr> <tr><td colspan="2"><b>Level-2</b></td></tr> <tr><td>Name</td><td></td></tr> <tr><td>Designation</td><td></td></tr> <tr><td>Landline No.</td><td></td></tr> <tr><td>Mobile No.</td><td></td></tr> <tr><td>Email id</td><td></td></tr> </table>						<b>Level-1</b>		Name		Designation		Landline No.		Mobile No.		Email id		<b>Level-2</b>		Name		Designation		Landline No.		Mobile No.		Email id									
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4	Name of the Software/Application																																						
5	Desired URL :																																						
6	Key Stakeholders	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Application Owner</td><td></td></tr> <tr><td>Application Support Team</td><td></td></tr> <tr><td>End User (Citizen, Dept Users and so on)</td><td></td></tr> <tr><td>Others</td><td></td></tr> </table>						Application Owner		Application Support Team		End User (Citizen, Dept Users and so on)		Others																									
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8	Minimum Hardware Requirement for the Application	Please provide the details in a separate sheet and enclose it as Annexure-I																																					
9	Details of Operating System, Software, Database and Middleware required for the Application	Please provide the details in a separate sheet and enclose it as Annexure-II																																					
10	Storage and Backup Requirement	Please provide the details in a separate sheet and enclose it as Annexure-III																																					
11	Bandwidth requirement Internet (Shared) - downstream and upstream																																						
12	Bandwidth requirement ANSWAN/AN.net (Shared) - downstream and upstream																																						
13	Interactive Components in the website/ web application (other than HTML)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">ASP</td> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td style="width: 15%;">ASP.net</td> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td style="width: 15%;">JSP</td> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td style="width: 15%;">PHP</td> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>COM / COM+</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>CGI</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Others, pls specify</td> <td style="text-align: center;"><input type="checkbox"/></td> <td colspan="2"></td> </tr> <tr> <td>Version</td> <td colspan="7"></td> </tr> </table>						ASP	<input type="checkbox"/>	ASP.net	<input type="checkbox"/>	JSP	<input type="checkbox"/>	PHP	<input type="checkbox"/>	COM / COM+	<input type="checkbox"/>	CGI	<input type="checkbox"/>	Others, pls specify	<input type="checkbox"/>			Version															
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14	Database platform, Size & growth	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">MSSQL</td> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td style="width: 15%;">ORACLE</td> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td style="width: 15%;">MySql</td> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td colspan="2">If Others, pls specify:</td> </tr> <tr> <td>Version:</td> <td colspan="7"></td> </tr> <tr> <td colspan="8">Current Database Size( Mb) :</td> </tr> <tr> <td colspan="8">Growth Rate (Mb/year):</td> </tr> </table>						MSSQL	<input type="checkbox"/>	ORACLE	<input type="checkbox"/>	MySql	<input type="checkbox"/>	If Others, pls specify:		Version:								Current Database Size( Mb) :								Growth Rate (Mb/year):							
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15	Site is Multilingual	Yes <input type="checkbox"/>		No <input type="checkbox"/>																																			
16	Application Developed By (Name of the Organization)	SOVTECH																																					
17	Contact Details of Point of Contact of Developer Organization	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td colspan="2"><b>Level-1</b></td></tr> <tr><td>Name</td><td></td></tr> <tr><td>Designation</td><td></td></tr> <tr><td>Landline No.</td><td></td></tr> </table>						<b>Level-1</b>		Name		Designation		Landline No.																									
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18	Present Size of the Site (MB) (Web Application Contents+ Database )										
19	File Name of Home Page of the site with file extension	Index.php									
20	Details of Application access protocol & ports to be permitted	<table border="1"> <tr> <td>Protocol</td> <td>TCP</td> <td>UDP</td> <td>Others, pls specify</td> </tr> <tr> <td>Port number</td> <td></td> <td></td> <td></td> </tr> </table>	Protocol	TCP	UDP	Others, pls specify	Port number				
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Port number											
21	Go-Live Date of the site (Should be future date)										
22	Security Clearance Certificate & Reports Obtained?	<table border="1"> <tr> <td>Yes</td> <td><input type="checkbox"/></td> <td>No</td> <td><input type="checkbox"/></td> </tr> </table> <p>If Yes, documents enclosed:-</p> <table border="1"> <tr> <td>Audit Certificate</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Audit Report</td> <td><input type="checkbox"/></td> </tr> </table>		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Audit Certificate	<input type="checkbox"/>	Audit Report	<input type="checkbox"/>
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23	Objective of the application clearly articulating purpose, services, beneficiary, e-payment features and so on	Please provide the details in a separate sheet and enclose it as Annexure-IV									
24	Application Architecture Details (with block diagram) including the DR arrangement, if applicable	Please provide the details in a separate sheet and enclose it as Annexure-V									

Name, Designation & Signature of the Applicant  
(With Date and Requesting Organization seal)

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**For Office Use Only**

**ANSDC State Project Manager Recommendation:**

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**For Data Centre Operator Use Only**

1	Name of the Website																					
2	Allocated Database size																					
3	FTP User Name, if any																					
4	SAN Switch Port Number																					
5	Location of the server	<table border="1"><thead><tr><th></th><th>Rack No.</th><th>Chasis No.</th><th>Slot No.</th></tr></thead><tbody><tr><td>Application Server</td><td></td><td></td><td></td></tr><tr><td>Database Server</td><td></td><td></td><td></td></tr><tr><td>Web Server</td><td></td><td></td><td></td></tr><tr><td>Load Balancer</td><td></td><td></td><td></td></tr></tbody></table>		Rack No.	Chasis No.	Slot No.	Application Server				Database Server				Web Server				Load Balancer			
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		Database Server																				
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Load Balancer																						
6	Change Request No.																					
7	Remarks																					

## Instructions for the Department/ Customer

Please find below the defined process for hosting the application at Co-hosting location environment in ANSDC.

### **I. Process for hosting the application, post-submission of Co-hosting form by department**

1. On approval of co-hosting application form, **Acknowledgement – cum – approval** email will be sent to User department, articulating the Roles & Responsibilities of DIT, Administration, User Department/ System Integrator, SOVTECH and Data Centre Operator for application hosting at ANSDC and its Operation & Maintenance.
2. After Step-1, Department needs to depute a team for deployment and testing on staging server at ANSDC by following the process defined at Process-II below, for ANSDC Access by department.
3. After Step-2, Department shall conduct the User Acceptance Testing (UAT) of the application at ANSDC.
4. After Step-3, Department should conduct User Acceptance Testing (UAT) over internet and/or at department's nodes over intranet (whichever is applicable) and submit UAT Completion Certificate to DIT, A&N Administration
5. After Step-4, Department should deploy the tested application on Production environment at ANSDC with the assistance of Data Centre Operator.
6. Department after production deployment will issue a signoff certificate and submit to DIT, A&N Administration.

### **II. Process for ANSDC Access by department**

1. Request email shall be sent to sovtech.and@nic.in for ANSDC access with following details:-
  - a. Time
  - b. Purpose
  - c. Person Details
  - d. Duration
2. State Project Manager of ANSDC will communicate the confirmation to department of receipt of approval.

### **III. Process for Call Logging by department after deployment, in case of any Application Incident w.r.t. Department's Application at ANSDC**

1. Contact Help Desk (24x7) at 03192-259027/28.
2. Help Desk will assign an incident number and communicate to department's point of contact
3. Analysis by SDC team to identify the root cause.
4. Communication by Help Desk team to department on resolution.

### **IV. Escalation Matrix for ANSDC**

<b>1<sup>st</sup> Level</b>	<b>Help Desk</b>	03192-259027/28
<b>2<sup>nd</sup> Level</b>	<b>State Project Manager at ANSDC</b>	03192-259027/28
<b>3<sup>rd</sup> Level</b>	<b>SOVTECH</b>	03192-259200
<b>4<sup>th</sup> Level</b>	<b>DIT, A&amp;N Administration</b>	03192-250587