APPLICATION FOR DECOMMISIONING / REVISION OF CLOUD VM CONFIGURATION IN KERALA STATE DATA CENTRE

Mark the action to be performed.

1, Decommissioning the VM (Fill Appendix A) ☐

2, Increasing VM Recourses (Fill Appendix B) ☐

3, Decreasing VM Resources (Fill Appendix C) ☐

Name of the Department/Organization: _____

Official Address of Department/Organization: _____

_____

Name & Phone number of the Administrative Head: _____

_____

Description on why decommissioning or revision of resources is required for the VMs

_____
_____
_____
_____

Public IP Address

All Virtual Machine created under the Cloud has been preserved with internal IPs allotted from Cloud SDC. At the time decommissioning, these IP's will be reclaimed under the Cloud SDC IP Pool. Reserved Public IP address will also be processed under the same category. All the firewall templates approved from this client IP address shall be revised accordingly.

Backup Services

At the time of decommissioning, all backup services related to the mentioned VM shall be removed. No restoration/ backup retention policies shall be provided for these VM's from SDC end.

1. Appendix A – Decommissioning of VM

VM Name	
Private IP Address Allotted	
Public IP Address Allotted	
Entire data on the VM and Storage associated with the VM will be destroyed and cannot be revoked.	

2. Appendix B – Increasing resources of VM

VM Name	
Number of VCPUs need to increase	
RAM (GB) to be increase	
Storage (GB) to be increase	
Private IP Address Allotted	
Public IP Address Allotted	

3. Appendix B – Decreasing resources of VM

VM Name	
Number of VCPUs to be decreased	
RAM (GB) to be decreased	

Storage (GB) to be decreased	
Private IP Address Allotted	
Public IP Address Allotted	

Note :- Please print Appendix separately for each VM.

Terms & Conditions for Cloud VM decommissioning

Before submitting decommissioning request, the department needs to take backup of any data on the server. After decommissioning no data can be retrieved and no responsibility will be taken by KSITM. Once the service has been closed, any data associated with this server such as email, website files, and databases will be deleted.

Once the closure request has been signed from your end, you have confirmed and accepted the terms and conditions of cloud VM decommissioning. It also confirms that the SLA agreement signed earlier for the application running on this VM between KSITM and your Department stands suspended from this date onwards.

Signature of the Administrative   Signature of the

 Head of Client Department.   Approving authority.

Date: Date: