

CENTER FOR INFORMATION TECHNOLOGY (CIT) MANUU

| EPBX/Intercom Repairing FORM / INDENT | |
|---|---|
| Request Type | EPBX/Intercom |
| Name of the Employee/Complainant | |
| Employee ID Number | |
| Contact Number / Email address | |
| Place / Building / Room Number | |
| Department / Hostel / Center Name | |
| Complaint / Subject with detail | |
| | |
| Staff signature with Date | Forwarding Authority Signature with Date |
| For CIT Use only | |
| Task assigned to : | Director ,CIT |
| Request Ticket Number / Date | |
| Assigned staff primary report | |
| Material used during complaint resolution | |
| | Verification /Acceptance from User/Dept after compilation of work |
| Assigned Staff report: | |