मौलाबा आज़ाद बेशबल उर्दू यूबिवर्सिटी
MAULANA AZAD NATIONAL URDU UNIVERSITY
(A Central University established by an Act of Parliament in 1998)
(Accredited with 'A' Grade by NAAC)

CENTER FOR INFORMATION TECHNOLOGY (CIT) MANUU

EPBX/Intercom Request FORM / INDENT

Request Type	1-EPBX/Intercom without "0" Dialing ☐
	2- EPBX/Intercom with "0" Dialing ☐
Name of the employee(s) who will use the phone	
Employee ID Number(s)	
Designation(s)	
Department / Hostel / Center Name	
Contact Number / Email address	
Place / Building / Room Number	

Justification :

Staff Signature with date	**Forwarding Authority Signature with Date**

For CIT Use Only

Task assigned to :	
	Director ,CIT
Request Ticket Number & Date :	
1: Is provisioning of lines feasible with existing Equipment : **Yes / No**	
2: If **No,** Budget estimate for provisioning **: Rs :**	
	Director ,CIT

For Registrar office Use Only

1-Approved line **Without** "0" dial ☐ **With** "0" dial ☐

2- Not Approved ☐

Registrar's Signature & Stamp

Verification /Acceptance from User/Dept after compilation of work