

## मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी مولانا آزادنيشنل أردويونيورسى MAULANA AZAD NATIONAL ÜRDÜ UNIVERSITY

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## A Central University under Ministry of Education Government of India

CENTER FOR INFORMATION TECHNOLOGY (CIT) MANUU <u>STAFF COMPLAINT FORM / INDENT</u>	
Complain Type	ICT Services: Network/Computer/Printer/
Complaint Ticket Number / Date	
Staff Name	
Employee ID Number	
Contact Number / Email address	
Place / Building / Room Number	
Department / Hostel / Center Name	
Complaint / Subject with detail	
Task assigned to	Staff signature
*Material is required and received from CIT	1.
* The Material(s) are property of CIT / MANUU and after completion of my session I will return received material to CIT/ MANUU in good condition.	2.
Action taken by assigned support engineer	Staff's signature with date after Ticket resolved
For CIT Use	
Assigned support Engineer report	
Material issued to Staff account	1 2
Material used during complaint resolution	1 2
Assigned Support Engineer signature with date	Director/Authorized Signatory