

**NATIONAL INSTITUTE OF TECHNOLOGY
KURUKSHETRA- 136 119
Repair of Desktop/Laptop/Server/Printer/other IT related devices
(for Internal purpose only)**

Reference No. _____

Date: _____

Department/School/Section/Cell: _____

Budget Head (Maintenance of Computer/OTHER): _____

Please repair the following device :

Sr. No. (A)	Name of Device (B)	Serial No. of device (C)	Name of Faculty/staff to whom device is issued (D)

Certified that above mentioned device(s) has/have been issued to me by Institute for academic/official purpose.

(Signature)

Name of faculty / Staff:

Designation :

Signature of Head of Department/Section

_____ CCN _____

Received by _____ (Name of TA/Tech.,CCN)

(Signature of TA/Tech.(CCN)

I have checked the device(s) mentioned in "B" above . An amount of Rs. _____ shall be incurred to repair the device.

(Signature of TA(CCN)

STO/Officer Incharge(CCN)

Prof. Incharge(CCN)

_____ Accounts Section _____

(for availability of funds)

Prof. I/C (Accounts)

_____ CCN _____

TA/Tech(CCN)

STO/Officer Incharge(CCN)

Prof. Incharge(CCN)

_____ Department/Section _____

The item(s) mentioned in "B" has/have been repaired and received by me.

(Signature)

Name of faculty / Staff:

Signature of Head of Department/Section