

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 purposes.

(Signature)

Name of faculty / Staff:

Designation:

Signature of Head of Department/Section

_____ CCN _____

Received by _____ (Name of Technician CCN)

(Signature of Technician (CCN))

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

(Signature of Technician (CCN))

Senior Technical Officer (CCN)

Prof. In charge (CCN)

_____ Accounts Section _____
(for availability of funds)

Prof. I/C (Accounts)

_____ CCN _____

Technician (CCN)

Senior Technical Officer (CCN)

Prof. In charge (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