



Department of Computer Sciences
BGSB University, Rajouri (J&K)
COMPUTER MAINTENANCE WING

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| <p><u>Job card for requisition :Repair</u></p> <p><u>To be filled in by the requisitioner</u></p> <p>1.Department _____</p> <p>2.Name and Designation _____ of requisitioner _____</p> <p>3.Name and make _____ Equipment _____</p> <p>4. Please Specify equipment is Out of warranty _____ Under AMC _____</p> <p>5.Descripton of Job/fault _____</p> <p>Note: The CMW is not responsible for any data loss. It is therefore requested to take the data backup of the systems before sending the same to the CMW.</p> <p>Date _____ Requisitioner's Signature</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Controlling Officer Signature</p> | <p>For CMW only</p> <p>1. Job Card No _____</p> <p>2. Date of receipt _____</p> <p>3.Job assigned to _____</p> <p>4. Date of completion _____</p> <p>5. Material used _____ _____ _____</p> |
| <p>6. Remarks</p> <p>Job done satisfactory/unsatisfactory/could not be attended for the reason that</p> <p>.....</p> <p>.....</p> <p>Dated</p> <p style="text-align: right;">Receiver's Signature</p> <p>Name.....</p> | <p>6. Remarks</p> <p>.....</p> <p>.....</p> <p>..... </p> <p>Technician Head of the Department/ In- charge CMW</p> |