



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

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<p><b><u>Job card for requisition :Repair</u></b></p> <p><b><u>To be filled in by the requisitioner</u></b></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>6. It is to certify that I have backup of my data.  Date _____      Requisitioner's Signature       Controlling Officer Signature</p>	<p><b>For CMW only</b></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>Dated .....      .....</p> <p style="text-align: right;">Receiver's Signature</p> <p>Name.....</p>	<p>6 Remarks</p> <p>.....  .....</p> <p>.....      .....</p> <p>Technician      Head of the Department/  In- charge CMW</p>