



CENTER FOR INFORMATION TECHNOLOGY (CIT) MANUU

**EPBX/Intercom Repairing FORM / INDENT**

Request Type	EPBX/Intercom
Name of the Employee/Complainant	
Employee ID Number	
Contact Number / Email address	
Place / Building / Room Number	
Department / Hostel / Center Name	
Complaint / Subject with detail	
Staff signature with Date	Forwarding Authority Signature with Date
<b><u>For CIT Use only</u></b>	
Task assigned to :	Director ,CIT
Request Ticket Number / Date	
Assigned staff primary report	
Material used during complaint resolution	
	<b>Verification /Acceptance from User/Dept after compilation of work</b>
Assigned Staff report:	