

REQUEST FORM

for Shifting of Computer Equipment

(to be submitted to IT Sections(H&S) , Room No. 209,Parliament House Annexe)

Part A (to be filled up by the Officer/User)

Name of Officer/Section: _____

Contact details (Room no., Phone, e-mail): _____

User of computer equipment (name/designation): _____

Present location of Computer equipment: _____

Location where computer equipment is to be shifted: _____

Reason for shifting of computer equipment: _____

Brief details of Computer equipment to be shifted: _____

Signature of Officer/Section In charge with designation

Part B(to be filled up by IT Sections(H&S))

Details of Computer equipment (Model, Make, Serial no. , IP Address etc): _____

Comments of IT Sections (H&S) on the request: _____

Signature of EO/AD , IT sections(H&S)

Part C (to be filled up by the AMC vendor and User)

Computer equipment shifted on: _____

Comments , if any of User: _____