

(IRD UNIT)

**Complaint No. -----
(To be given by R & M Cell)**

NETAJI SUBHAS INSTITUTE OF TECHNOLOGY

**REPAIR & MAINTENANCE (R&M) OF COMPUTERS,
PRINTERS ETC.**

USER REQUISITION FORM

1. Date,Location & Extn No. :
2. Name of the user:
3. Designation:
4. Complaint detail:

Sign of HOD/Section Incharge

Sign of User & date

Note:

- Advance copy can be sent by email at deanird@gmail.com
- In case of any difficulty or emergency, please contact (R & M) Office in Room no. 130/V, Extn.2540, Mrs. Hema Garg.