



School of Planning and Architecture, Bhopal

MAINTENANCE REQUEST FORM

Date

To,
System Administrator
Data center/computer center
School of Planning & Architecture, Bhopal

Sir,

New / Repair / Maintenance / Replacement are required in locations as mentioned below: -

Item Name/Nature of Problem

Location

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Name

Designation

Department

Mobile no & Ext no

Signature

Head of the Department HOD Signature

Head of the Department HOD Signature

For Office Use only

Under Warranty or AMC

CPDA Yes/No

Call Handled By

Call Open Date

Name of Service Provider

Diagnosis

Action Taken

A	C
Technical Person Signature	Technical Person Signature

C	A
Technical Person Signature	Technical Person Signature

System Administrator Remark

User Remark

B	D
System Administrator Signature	System Administrator Signature

D	
System Administrator Signature	System Administrator Signature
Technical Person Signature	Technical Person Signature
User Signature	User Signature
Call Close Date	Call Close Date