

**ICAR-CIFRI , Barrackpore**

**Computer & Accessories (CPU, Printer, UPS & Scanner)**

**1. Requisition/Complaint Slip:**

**Date:**

Name & Designation of the Indenter	
Division/Unit/Project & Room No	
Instrument Model & Serial No	Computer <input type="checkbox"/> Printer <input type="checkbox"/> Scanner <input type="checkbox"/> UPS <input type="checkbox"/> Internet <input type="checkbox"/> Model No: _____ Make: _____ 1. 2. 3.
Defect if Known	
Extension no/Mobile no	
Remarks & Signature	
Dated signature of the concerned in-charged	

**2. Inspection report of Technical Personnel:**

Date	
Name of Indenter & Division	
Division/Unit/Project	
Type of Instrument	
Report of Brief (Full details if spare part required)	
Remarks & Signature	

**3. Repair/Replacement Report:**

Date	
Name of Indenter & Division	
Type of Instrument	
Details of spare part	
Remarks & Signature	

**Signature**  
**In-charge Aris Cell**