

KLS Gogte Institute of Technology, Belgaum

Center

Computer

## Service / Maintenance Request Indent

Indent No.:		Date :	
Department		Room No:	
Name of the Staff		Cell No:	
Equipment Details (ISR No.)		ISR No.	
Nature of Problem			
Staff Signature		HOD / Section Head Sign. with Seal	
For Maintenance Section use only			
Action Taken			
Name of the Maintenance Staff to Attended the problem :			
Suggestion			
Note : • Update antivirus regularly • Save your Important data on D drive or subsequent drives • Please do not change security settings.		Co-ordinator, Computer Center Sign. with Seal	