# Annexure A: IT Service Request Form

**Date:** 29-May-2025

**End-user Department:** MD Office

**Requirement Category:** ☑ Other Application software

**Concern / Issue Category:** ☑ System upgrade

**Description of Requirement:**

Request for installation of Adobe Photoshop software on the office system. This software is required for editing images, preparing presentations, and designing content for official reports and communication materials.

**Impact & Criticality of the Issue on Requester’s day-to-day work:**

In absence of Photoshop, I am unable to perform essential tasks involving visual content preparation, presentation creation, and effective communication of technical documents.

**Any specific point Requester likes to mention on issue resolution:**

Requesting installation to be completed at the earliest to avoid further delay in ongoing assignments.

**Created By:** Pranjal Mullick

**Designation:** Project Manager (MD office)

**Reviewed & Approved By:** Kuntal Dasgupta

**Designation:** Chief Business Officer