



Gautam Buddha University

Central Computer Center

CCC Application No.....

Date:

To

The System Manager
Central Computer Center
Gautam Buddha University

Subject: - Complaint request for Repair of Desktop/Laptop/ Printer/Projector/Network.

Sir,

This is to inform you that the Desktop/Laptop/Printer/Projector/Network is not working properly. Issued to individual/ School/Lab/ Department. Details are as follows:

- Device Model No. Device S.No.
- Initial Problem Description

Signature of User

Name:.....

Designation:.....

Department:.....

Room No:.....

Mobile No:.....

System Manager
(Signature & Seal)

Assigned to:-

Name:.....

Technical Superintendent
(Signature & Seal)

- **Device Status**.....
- **Technician Remark**

.....

(Technician Signature)

