



Maintenance of IT Equipment

To,

Date:

Head

ICT Division

Bhutan Post: Thimphu

1. Details of the requesting official

a. Name:

b. Division/Region/Post Office:

2. Details of the ICT equipment for maintenance

SL. No	Particulars	Details
1	Equipment Type/ Name	
2	Codification No.	
3	Name of the user	
4	Date of supply	
5	Defect/ Fault details	
6	Possible cause of damage	
7	Last maintenance date	

Signature:

Recommended/Forwarded by: Name: Signature:

Division/Regional Head:

Remarks:

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Maintenance of IT Equipments

Outcome of the maintenance:

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Comments from Head, ICT Division:

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For Administrative Purpose Only (ICT Division)	
Received Date:	
Return Date:	
Name:	Signature: