



## J.B.Institute of Engineering and Technology

(Autonomous)

Yenkapally, Hyderabad - 500 075,  
Telangana

### COMPUTER CENTER TECHNICAL SUPPORT SERVICE FORM

Name of Department	:	
Name of concerned staff member / Lab Incharge	:	
Employee ID	:	
Location / Room Number	:	
Problem Description	:	
System Details (If known)	:	
Complaint submission date	:	
Dispatch Register Number	:	
<b>Signature of staff member / Lab incharge</b>		<b>Signature of HOD</b>
*****		
<b>For Computer Center Staff Only</b>		
Complaint Given To	:	
Complaint No	:	
Date	:	
		<b>Signature of IT Manager</b>
*****		
Call received date and time	:	
Action taken	:	
Fault attended date and time	:	
Details of fault	:	
		<b>Signature of person attended the complaint</b>
*****		
Comments of concerned staff member / lab incharge (after repair)	:	
		<b>Signature of concerned staff member</b>