**User’s Request Form**

**MIS & USE ONLY**

Job ID :

Assigned To :

Please fill this form to request services from MIS & IT Department. Send it to

CS to DGM (MIS & IT).

|  |  |  |  |
| --- | --- | --- | --- |
| **Requested By** | **:** |  | **Date of Request :** |
| **Designation** | **:** |  |  |
| **Dept./ Location/Depot** | **:** |  |  |
| **P.F Number** | **:** | **Phone :** |  |

**Problem Category:** (Please put tick mark on the applicable check box. Use separate request forms for individual service.)

|  |  |  |
| --- | --- | --- |
| **1) Software : (a) Automation** | : | ( Invoice Correction MR/PIS Correction Customer Ledger Correction  Tank Dip/Loading Particulars /PTO Correction Accounts  HR Payroll Others . |
| **(b) Non- Automation** | : | Ms office Virus OS Installation E-mail Others. |
| **2) Hardware**    Computer  Printer  Scanner  UPS  Others (Please Specify) |  | **3) Network**  WAN (Depot Automation Network)  LAN (CO Automation Network)  INTERNET ((Depot)  INTERNET (CO)  Others. |
| Description : (Please describe fully (English/Bengali) your request for program or system modifications or other type of IT Service) | | |

Type of Urgency: Low Medium High

Dept. Head/Depot-in-Charge Authorization:

**MIS & IT USE ONLY**

Comments:

Completion Date:

MIS & IT Approval: **Signature**