CENTRAL ELECTRONICS CENTRE, IIT MADRAS

JOB REGISTRATION FORM – PERSONAL COMPUTER
(To be filled by the User)

Name of the Dept/Centre/ Laboratory: …………………………………………………………...

Name of the Item : System/Monitor/Printer/Laptop   Name of the Manufacturer: …………………………..

Model No.   : ……………………………   Serial No.   : …………………………….

Source of Funding for the purchase: Institute / Project   Country of Origin: Indian / Foreign

Is Equipment under Warranty?   : Yes/No   Are spares available in the User Lab: Yes/No

Name of the Contact Person: ………..……….……….   Phone No.: ………….………………..
(in the User Laboratory)   Email ID : …………………………………………..…

Symptoms observed by the User: …………………………………………………………………………………

Name & Signature of the Head of the Laboratory
/ Project Coordinator with Office Seal

Email ID: Date:

ACKNOWLEDGEMENT   (To be filled by CEC)

Date of receiving the Device: [ ][ ][ ][ ][ ]   Identification Code: [ ][ ][ ][ ][ ][ ][ ]
(in CEC)

Job Registration No.   : [ ][ ][ ][ ][ ]   Hardware Received: Complete Item / Plug-in-module/ PCB/Accessories

Details of accessories supplied, if any   : ………………………………………………………………

Physical damage, if any   : …………………………………………………….…..

Signature of the Customer Service Associate   Signature of HOC
Date: Date:

SERVICING INFORMATION

1. Name of the Item   : System/Monitor/Printer/Laptop

2. Whether it is to be attended at site   : Yes/No

3. Nature of fault   : RAM / HDD/ SMPS / Monitor/ VGA / LAN / OS

4. Planned Man-hours: ……….. Man Hours   Planned time of delivery: ……..…Working Days

5. Name of the Service Engineer to whom the job is allocated:

6. Hardware and Diagnostics Tools used:……………………………………………………………………..

7. Details of Work:

Date	Fault Diagnostics /Fault Rectification Information	Serviced by	Checked by

8. Details of Hardware Used:

S.No	Hardware used	Qty	Customer/ CEC	Stores Issue Voucher. No.

9. Date of Completion: [ ][ ][ ][ ][ ]   Date of Return: [ ][ ][ ][ ][ ]   Total man-Hours: [ ][ ][ ][ ][ ][ ]

10. Status: Repaired / Not Repaired   Notional Value of servicing:………………………..

11. Feedback obtained: Yes/No

Signature of the Service Engineer   Signature of the Head, CEC
      Date: