

Date:

To
The Chairman
Repair and Maintenance of Computers (RMC) Committee
NIT, Agartala, 799046

(Through Proper Channel)

Subject: Requisition for Repair and Maintenance of Computers

Sir,

Repairing or maintenance work of following PC/ PCs is/are required.

Sl. no	Computer Make and serial number	Purchase Date	Problem statement	Computers issued to(√)			Room number/ Location & Building
				Faculty/ staffs	Lab.	Scholar	

***If required extra sheet can be attached.

Thanks

Signature

Name of applicant:
Department / Section:
Mobile number:
Email:

Forwarded By HOD/ Section in charge

Comment, Chairman RMC Committee:

To
The Chairman
Repair and Maintenance of Computers (RMC) Committee
NIT, Agartala, 799046

Sub: Declaration regarding PC maintenance/ repairing / up gradation.

Sir,

I have read points mentioned below as provided by the RMC committee.

- Computer maintenance is very risky in terms of keeping your data safe. Prior to having your computer serviced/ repaired by RMC committee, it is highly recommended you to save and back-up all of your important files before any work takes place.
- Regardless of any computer repair or upgrade, RMC committee are not liable for any loss of data or any damage resulting in loss of data.
- The RMC committee cannot be held responsible or liable to you in relation to any service regarding: any loss or corruption of data, information or records, any loss of goodwill or any loss of (or interruption to) business or contracts, any failure by you to follow our reasonable advice, recommendations or instructions, any losses you may suffer arising from your use (or failure to use) any anti-virus software/firewall, and any loss that is not reasonably foreseeable.
- RMC committee is not authorize to install any kind of software.

Computer / accessories Make and serial number	Job Description	Room number/ Location & Building

Declaration : I have agreed with the aforementioned terms and conditions.

Thanks

Signature

Name of applicant:
 Department / Section:
 Mobile number:
 Email: