



REGIONAL INSTITUTE OF PARAMEDICAL AND NURSING SCIENCES

(An autonomous Institute under Ministry of Health & Family Welfare, Govt. of India)

Zemabawk, Aizawl; Mizoram-796017

COMPUTER CENTRE

Computer Centre Intercom:
Computer Operator : 108
System Engineer : 123

SYSTEM DEFECT REPORT FORM

For Computer Centre only

SDR No.

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Name of in-charge (Authorised User) : _____

Designation : _____

Department : _____

Location of the System : _____
(Exact place/Room where the System is installed)

Reporting Time:

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 hr :

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 mins

AM
PM

Date:

				2	0		
d	d	m	m	y	y	y	y

Nature of Complaint:

.....
.....
.....

Comments (if any):

Section i/c or Department Head
(Signature with Seal)

(Below should be fill-up by Computer Centre or Authorized Technician)

Observation/Fault & Repair/Service Carried out:

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Spares consumed: 1)
2)
3)

Pending (If so, reason):
.....

(Signature)