

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:

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Comments:

Completion Date:

MIS & IT Approval:

Signature