

Local Government Engineering Department (LGED)

IP PHONE INFORMATION CHANGE APPLICATION FORM

1. New User Details

Date: _____

Full Name: _____

Designation: _____ Project / Unit: _____

Building: LGED RDEC Workshop Bhaban

Dhaka Regional LKSS Building

Level: Mobile: _____

2. Old User Information

Full Name: _____

Designation: _____

Office / Project / Unit: _____ IP Phone Number:

3. Declaration

It is hereby declared that the responsibility of this IP phone is transferred from the current user to this applicant. After this change, the previous user will bear no further liability for this phone and from this point onward, all responsibilities, usage, and liabilities will be under the authority of this applicant as well as Unit Head/PD.

This IP phone is the property of the ICT Unit. If this applicant is transferred from HQ, goes on retirement, or no longer requires the IP phone, the device must be returned to the ICT Unit.

Applicant Signature: _____

Recommended By
(Unit Head/PD)

Recommended By (Unit Head/PD)

-----OFFICE USE ONLY-----

Device MAC Address: _____ Serial Number: _____

Signature of
Unit In Charge

Signature of Unit In Charge