



THAPAR INSTITUTE OF ENGINEERING & TECHNOLOGY, PATIALA
Centre of Information and Technology Management
Requisition Performa to Resolve Internet Connectivity Problem

Sr. No.: _____ (To be filled by office of CITM)

Received on: _____

Name	Designation	Department	Signature With Date
Sr. No.	Problem	Response	
1.	Internet is not working	Yes/No:	
2.	LAN port is not working	Yes/No:	
3.	Internet works sometimes	Yes/No:	
4.	Any other problem (Please give enough details)		

Location of affected user	
Mobile/ Telephone	

Forwarded and Recommended to Head CITM

SIGNATURE OF HEAD

(Head of Department School/Centre/Section/Unit)

To be filled by CITM

Job assigned to with date:

(System Analyst / HCITM)

Problem Identified:

Signature(Technician/Attendant)

Problem resolved on:

Signature of User:

HCITM