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| **A picture containing graphical user interface  Description automatically generated** |  |  **FORM NO.: SS10****Report No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Financial Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_****Issue Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****(To be filled by Store Assistant)** |
| **CITC निरीक्षण रिपोर्ट****CITC INSPECTION REPORT**(For all IT items/parts/accessories to be returned/for repair/for purchase to MMS/Central Store) |

**(Note: It is important to fill all the fields and make sure that all the fields are filled correctly)**

**(Report To be filled by CITC Department)**

**INSPECTION REPORT**

 **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Recipient Details: - (To be filled by the user department)** |
| **Name of Custodian of Assets: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Inventory No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Contact No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail id: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **CITC Details: - (To be filled by the IT Team)** |
| 1. **Name of Computer/Peripheral/Equipment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Equipment Model No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MAKE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **Serial Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
4. **Equipment has been Attend/Serviced/Checked by Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Attend/Serviced/Checked \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
5. **Contact No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail id: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
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| **CERTIFICATION OF IT TEAM (Note: Please fill all the fields before submission of stores): -** |
| **Description** | **Status** |
| **Any part/accessories are missing in the IT equipment** |  |
| **Any part/accessories are found in damaged/non-working condition** |  |
| **IT Equipment is in repairable condition within economic repair cost** |  |
| **Repairing/Replacement Required** |  |
| **IT Equipment repair cost in INR** |  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**STATUS OF STORES: WORKING REPAIRABLE UNSERVICEABLE**

**Brief Summary (If any) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**It is to certify that the above-mentioned IT equipment information is correct on my behalf.**

**Signature of CITC Technical In-Charge Signature of CITC Engineer**

**Name & Designation Name & Designation**