



भारतीय प्रौद्योगिकी संस्थान इंदौर  
Indian Institute of Technology Indore

**CITC निरीक्षण रिपोर्ट**  
**CITC INSPECTION REPORT**

(For all IT items/parts/accessories to be returned/for repair/for purchase to MMS/Central Store)

**FORM NO.: SS10**

Report No. \_\_\_\_\_

Financial Year: \_\_\_\_\_

Issue Date: \_\_\_\_\_

(To be filled by Store Assistant)

(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: \_\_\_\_\_

**Recipient Details: - (To be filled by the user department)**

Name of Custodian of Assets: \_\_\_\_\_ Designation: \_\_\_\_\_

Department: \_\_\_\_\_ Inventory No.: \_\_\_\_\_

Contact No.: \_\_\_\_\_ E-mail id: \_\_\_\_\_

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

**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) \_\_\_\_\_

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

Signature of CITC Technical In-Charge  
Name & Designation

Signature of CITC Engineer  
Name & Designation