 **आई सी एम आर - राष्ट्रीय पोषण संस्थान, हैदराबाद**

**I C M R -National Institute of Nutrition, Hyderabad**

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| **सूचान प्रौद्योगिकी कार्य आदेश प्रपत्र / Information Technology Work Order Form** | | | | | | | | | | | | | | |
| **कार्य आदेश सांख्य / Work order No.** | | | | | | | | |  | | | | | |
| **कार्य का प्रकार** | | | डेस्कटॉप / | | | लैपटॉप / | | | मुद्रक / | स्कैनर / | एम.एफ.पी / | | कुंजीपटल / | वेबकैम |
| **Type of work** | | | Desktop / | | | Laptop / | | | Printer / | Scanner | MFP | | Keyboard | Webcam |
| **कार्य का प्रकार** | | | माउस / | | | यू.पी.एस / | | | मांनीटर / | इंटरनेट / | वीडियो सम्मेलन / | | | अन्य / |
| **Type of work** | | | Mouse / | | | UPS / | | | Monitor / | Internet / | Video Conference | | | Others / |
| **Room No:** | | |  | | | **Building:** | | |  |  |  | | **Dept.** |  |
| कार्य का विवरण / Details of the work: | | | | | | | | |  | | | | | |
|  | | | | | | | | | | | | | | |
|  | | | | | | | | | | | हस्ताक्षर / Signature | | | |
| Ext No: | | |  | | | | | |  | | | | | |
| दिनांक / Date: | | |  | | | | | | स्पष्ट अक्षरों में नाम / Name (in BLOCK letter) | | | | | |
| Work allotted to: | | | | |  | | | | | | | | | |
| Work completed on: | | | |  | | | | | **संयोजक, आईटी समिति / Convener, IT Committee** | | | | | |
| उपरोक्त कार्य सफलतापूर्वक पूर्ण कर लिया गया है/ The above work has been completed successfully | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| Date: | |  | | | | |  | | | | | | हस्ताक्षर / Signature | |
| 1 | जॉब कार्ड / Job Card No. | | | | |  | | | | | | | | |
| 2 | भंडार से क्रय जाने वाली सामग्री / requisition to stores for items to be purchased: | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | |
| 3 | सामग्री प्राप्त करने की तिथि / Material received on: | | | | | | | | | |  | | | |
| 4 | कार्य शुरू करने की तिथि / Date of commencement of work: | | | | | | | | | |  | | | |
| 5 | कार्य के लिए बिताया गया समय / Date & Time spent for the work | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | |
| 6 | उपयोग किया गया सामग्री / Materials used - भंडार मांगपत्र संख्या / Stores indent no:\_\_\_\_\_\_ | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | |
| 7 | रद्दी सामग्री को भंडार को वास करने की तिथि / Scrap materials returned to the stores: | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | |
| इंजीनियर के हस्ताक्षर / Signature of Engineer: | | | | | |  | | इंडेंटी के हस्ताक्षर /  Signature of Indentee | | |  | प्रभारी अधिकारी के हस्ताक्षर / Signature of Officer-in-charge | | |