

# BHUTAN POSTAL CORPORATION LTD.

Annex III

## Form III:- Maintenance of ICT Equipments

To.

ICT Div/ Regional ICT Supervisors

Date .....

### 1. Details of the Requesting Official

a. Name: .....

b. Division/ Region: .....

### 2. Details of the ICT Equipment (s) for Maintenance

SI No.	Particulars	Details
1	Equipment Type/ Name	
2	Codification No (s)	
3	Name of the User	
4	Date of Supply	
5	Defect / Fault Details	
6	Possible Cause of Damage	
7	User Credentials	
8	Any Other Information	

Submitted By: (Name).....(Signature).....

Recommended/Forwarded By: (Name) .....(Signature).....  
(Divisional/Regional Head )

Designation:.....

\*Remarks if any: .....

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Outcome of the Maintenance: .....

Comments from Manager, ICT Div.:

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