CENTER FOR INFORMATION TECHNOLOGY (CIT) MANUU

EPBX/Intercom Request FORM / INDENT

Request Type	1- EPBX/Intercom without "0" Dialing ☐
	2- EPBX/Intercom with "0" Dialing ☐
Name of the employee(s) who will use the phone	
Employee ID Number(s)	
Designation(s)	
Department / Hostel / Center Name	
Contact Number / Email address	
Place / Building / Room Number	

Justification :

Staff Signature with date	**Forwarding Authority Signature with Date**

For CIT Use Only

Task assigned to :	
	Director ,CIT
Request Ticket Number & Date :	
1: Is provisioning of lines feasible with existing Equipment : **Yes / No**	
2: If **No,** Budget estimate for provisioning **: Rs :**	
	Director ,CIT

For Registrar office Use Only

1-Approved line **Without** "0" dial ☐   **With** "0" dial ☐

2- Not Approved ☐

Registrar's Signature & Stamp

Verification /Acceptance from User/Dept after compilation of work