

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS			
	TITLE: REQUISITION FOR MAINTENANCE OF COMPUTER HARDWARE / SOFTWARE								
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POWER GRID COMPANY OF BANGLADESH LTD.

REQUISITION FOR MAINTENANCE OF COMPUTER HARDWARE / SOFTWARE

Location:

Date:

Name & designation			
Name of department			
Complain			
Complaint Date:		Head of the concerned office Date:	AM/JAM For necessary action. Manager, ICT Date:
Maintenance work to be done			
Requirements	Hardware/Software Supplied by:		
	Concerned office	ICT division	
Hardware			
Software			
Others			
Work done / Remarks			
Attended by	Name	Signature	Date
Complaint Date:	Head of the concerned office Date:	AM, ICT Date:	Manager, ICT Date:

Reviewed by (GMP&D):



Approved by (DP&D):



QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS			
	TITLE: REQUISITION FOR LAN / INTERNET CONNECTIVITY								
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POWER GRID COMPANY OF BANGLADESH LTD.

REQUISITION FOR LAN / INTERNET CONNECTIVITY

1. Office/Location:

2. Put '✓' only where applicable

3. Name and designation to be connected in the LAN and/or to provide internet connectivity :

- | | | | | |
|-------|------------------|--------------------------|-----------------------|--------------------------|
| (i) | LAN connectivity | <input type="checkbox"/> | Internet connectivity | <input type="checkbox"/> |
| (ii) | LAN connectivity | <input type="checkbox"/> | Internet connectivity | <input type="checkbox"/> |
| (iii) | LAN connectivity | <input type="checkbox"/> | Internet connectivity | <input type="checkbox"/> |

4. **Brief Justification:** workstations are being used to be connected in the LAN and/or provide internet connectivity (as necessary and applicable) for official purpose only.

Deputy Manager/ Assistant Manager
Signature:
Date:

Manager
Signature:
Date:

5. **Recommendation of DGM (if applicable):**

Sent back to initiating office with query (if any):	Signature:
	Date:
Reply to Query (Use separate paper if necessary):	
	Initial with date
Recommended for Approval	Signature:
	Date:

6. **Approval by GM P&D:**

Sent to DGM, Planning for query (if any):	Signature:
	Date:
Reply to Query (Use separate paper if necessary):	
	Initial with date
Approved the REQUISITION FOR LAN / INTERNET CONNECTIVITY	Signature:
	Date:

7. **DGM Planning**

Provide/arrange the implementation of LAN/internet connectivity as approved against the requisition.	Signature:
	Date:

8. **Manager, Computer Section (ICT):**

Approval received on: / /	Signature & Date:
Workstations connected in LAN and provided internet connectivity:	IP Address
(i)	
(ii)	
(iii)	
Implementation completed on: / /	Signature: Date:

Reviewed by (GM P&D):



Approved by (D P&D):

