

AEBAS MACHINE COMPLAINT PERFORMA
(TO BE SUBMITTED BY OFFICER IN-CHARGE OF CONCERNED SECTION)

1. NAME OF THE SECTION
2. TABLET/ DESKTOP
3. PROBLEM DETAIL
4. NOT WORKING FROM DATE
5. S/NO OF THE AEBAS MACHINE
(ONLY IN CASE OF DESKTOP)

SIGNATURE
(Officer In-charge)

- *The AEBAS machine shall not be interchanged/transferred without approval of the committee; only authorized person is allowed to open/interchange the machine and the officer in-charge of the concerned section should ensure the compliance of the same.*
- *The complaint regarding problem related to AEBAS machine must be submitted in the prescribed Performa as soon as possible to the Mr. Khem Chand, Technician, Member Secretary, AEBAS committee positively so as to avoid inconvenience to the staff in marking attendance.*
- *The problem of internet connection & computer (if any) must be checked before submitting the above Performa. The performa should be submitted to the committee only after rectification of the computer/internet problem.*
- *The issue of internet/computer problem (if any), should be taken up with the concerned sections.*
- *The officer-in-charge of the respective section must ensure the safety, security, computer and internet requirement of the machine.*

(For Committee use only)

1. Complaint received on
2. Action taken.....
3. Problem resolved/ not resolved.....
4. Reason for non resolution
5. Further action taken.....

Signature(Member 1)

Signature(Member 2)

Signature (Member 3)

Signature (Chairman)