Government of the People's Republic of Bangladesh
Bangladesh Marine Academy, Sylhet
web: www.macademysylhet.gov.bd

ICT Service Demand Form

Please fill out this form to request services from the ICT Department.

Requested By :   **Date of Request:**

Designation :

Dept./ Office :

Phone Number :

Problem Category: (Please put tick mark on the applicable check box. Use separate request forms for individual service.)

1) Software : ☐ Operating System (Windows or Others)
                    ☐ Microsoft Office
                    ☐ Antivirus
                    ☐ Others (Please Specify)

2) Hardware : ☐ Monitor   **3) Network** : ☐ WiFi Connection
                  ☐ System Unit   ☐ LAN Connection
                  ☐ Keyboard   ☐ Telephone Connection
                  ☐ Mouse   ☐ Others (Please Specify)
                  ☐ Printer
                  ☐ Scanner
                  ☐ Photocopy Machine
                  ☐ UPS
                  ☐ Others (Please Specify)

Description: (Please describe fully (English/Bengali) your request for program or system modifications or other type of IT Service)

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Type of Urgency: ☐ Low ☐ Medium ☐ High
Dept. Head/In-Charge Authorization:

BMAS ICT Department Use Only

Comments:

Completion Date:

Signature: