



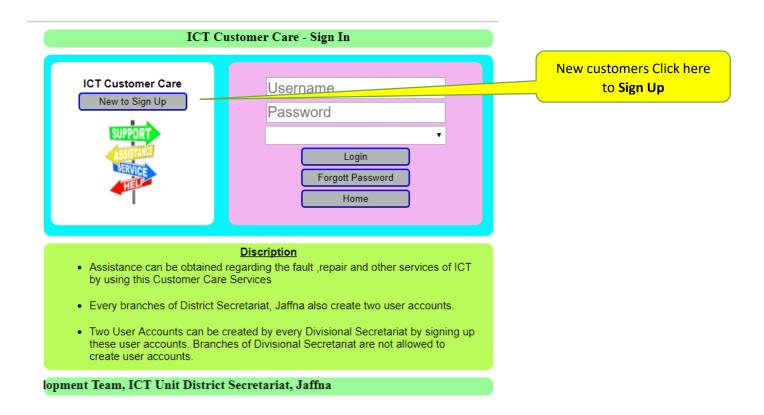
- Assistance can be obtained regarding the fault ,repair and other services of ICT by using this Customer Care Services
- · Every branches of District Secretariat, Jaffna also create two user accounts.
- Two User Accounts can be created by every Divisional Secretariat by signing up these user accounts. Branches of Divisional Secretariat are not allowed to create user accounts.

lopment Team, ICT Unit District Secretariat, Jaffna

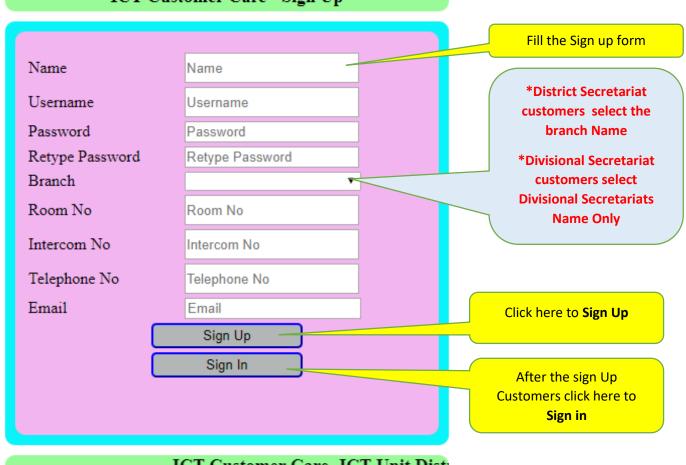
Carefully Read the **Description**

Important

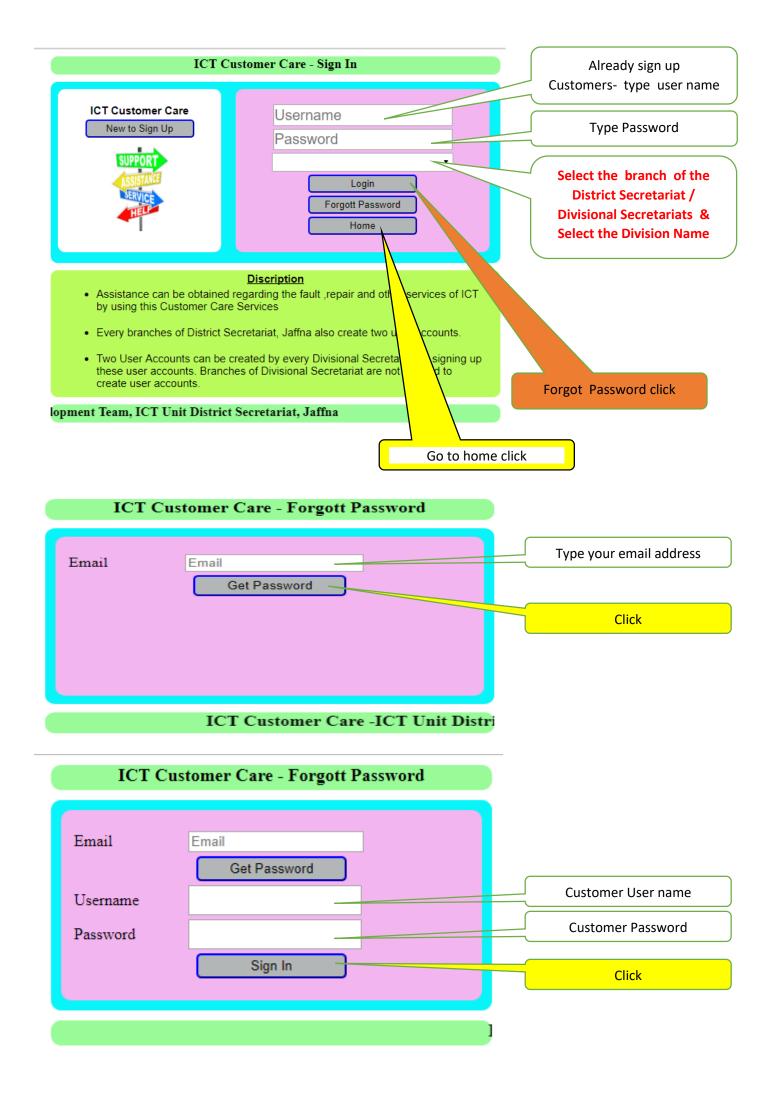
Branches of Divisional Secretariat are not allowed to create user accounts.

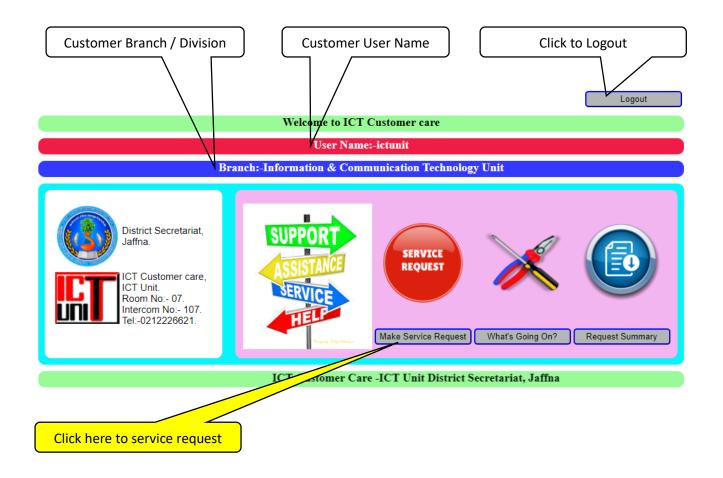


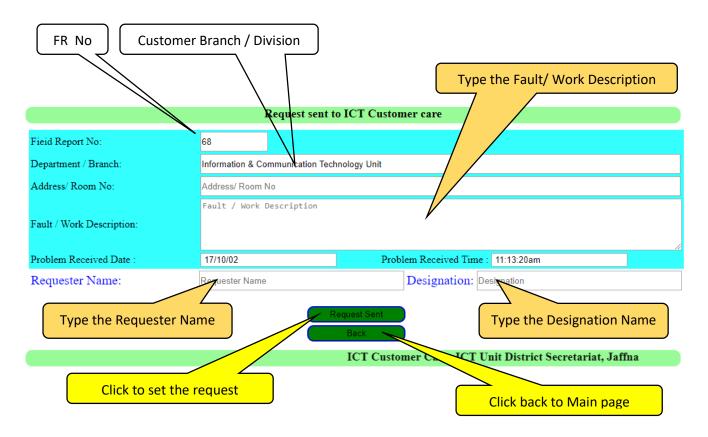
ICT Customer Care - Sign Up

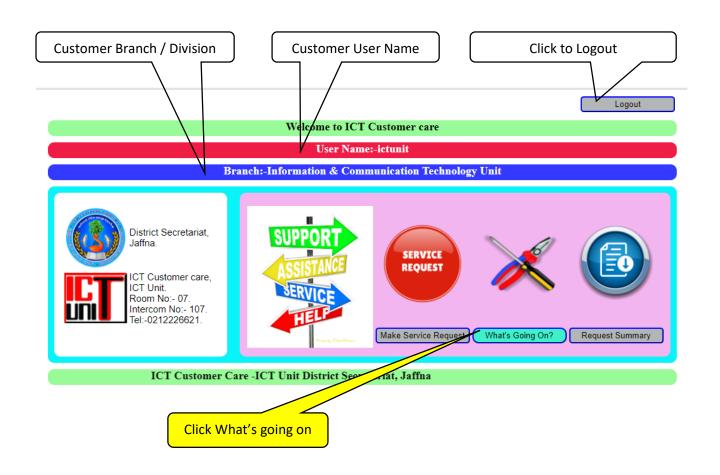


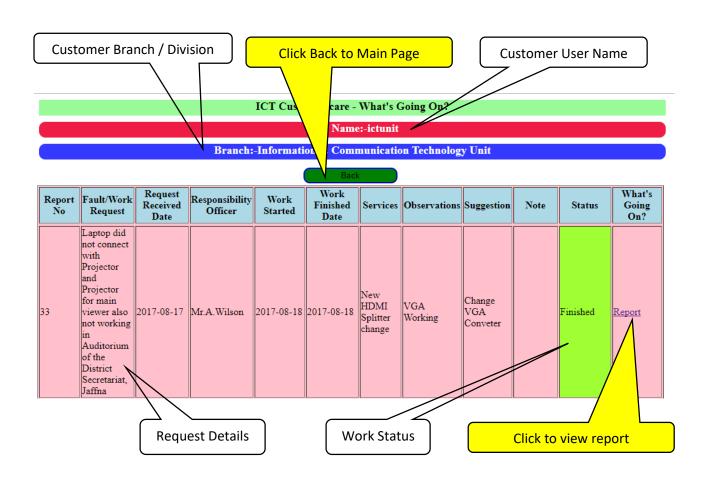
ICT Customer Care -ICT Unit Disti















Field Visit Report ICT Unit, District Secretariat, Jaffna



Field Report No:	1		П				
Department / Branch:	Information & Communication Technology	Information & Communication Technology Unit					
Address: Fault / Work Description:	District Secretariat, Jaffna	District Secretariat, Jaffina					
	Upgrade the Network Switch						
Problem Received Date :	2017-07-05	Problem Received Time 13:05:00	_				
Received by:	Ms.R.Subagini	Designation: ICT Assistant	_				
Responsibility Officer:	Mr.D.Cyril Thanarajan	Designation: ICT Assistant	_				
Works Started Date :	2017-07-07	Works Started Time: 09:00:00					
Work Finished Date :	2017-07-07	Works Finished Time: 16:00:00					
Observations 1.20 Ports Working Suggestion Nood UPS 650 VA			//				
Team Members 1.Mr.K.Jeyathas - OES 2.Mr.D.Cyr11 Thanarajan - ICT Ass 3.Mr.A.Wilson - ICT Ass	istant						
4.Mr.R.Kalichelvan - ICT Off	licer		/				

Items wise work detail

File No	Brauch	Type of equipment	Reference	Fault	Work description	Suggestions	Savings
l	ICT Unit	10U Cabinet	10U		Wall Mounting		5000.00
1	ICT Unit	2 Power Points	13A		Fixing		900.00

Total Savings Rs. 5900.00

Prepared by:	Mr.D.Cyril Thanarajan	Designation:	ICT Assistant
Checked by:	Mr.A.Wilson	Designation:	ICT Assistant
Recommended by:	Mr.R.Senthan	Designation:	ICT Officer

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