

Date:

Surveillance Camera Inspection Service Request Form

Please note that the use of this service would entail a nominal charge of Rs. ~~2000/-~~ While we will undertake to examine the relevant camera footage together with you we offer no assurance for locating the lost item, or in the event of a theft, identifying the person responsible.

Obtain approval for Camera Inspection from D/A before making the payment.

If request is considered please complete the details below, make payment of Rs. 250/- to the cashier and submit to D/A or his representative together with the payment receipt.

Name :

Student ID No:

Contact number (Mobile) :

Lost item :

When (Date & Time):

Exactly where :

Value of the item (Optional) :

For office use

To: System Admin:

Signature

D/A , M/Admin

Accepted for surveillance : Yes / No

Lost item captured : yes / No ,

Involved student/s profile captured : Yes / No

Time spent on inspection :

Details (if any) :

Name of officer:

Signature:

Please forward to D/Admin

Action taken: