



# RABINDRA BHARATI UNIVERSITY

56A, B.T. ROAD, KOLKATA 700050

To  
The Information Scientist  
Rabindra Bharati University  
Kolkata.

**Sub.: Request to format the computer / laptop.**

Sir,

This is to inform you that the computer / laptop provided by the university to me require to be formatted and the operating system (OS) along with the anti-virus (AV) needs to be reinstalled. I know and understand that after formatting this computer / laptop, all the data, files, software programs, all software and profile settings, etc. stored in this computer / laptop will be lost and cannot be recovered. For this reason, I have already taken the backup of all necessary data, files, software, etc. stored in this computer / laptop into a separate physical drive (external hard disk / pen drive / CD).

Taking backup of all data before formatting the above mentioned computer / laptop will be my responsibility and restoring all data after formatting and installation of OS will also be my responsibility.

So, you are requested to instruct the computer maintenance personnel to format my above mentioned computer / laptop and reinstall the operating system and anti-virus on it.

Name: .....

Designation: .....

Department: .....

Computer installed in Room No.: .....

\_\_\_\_\_  
(Signature of Applicant / User)

Date:

\_\_\_\_\_  
(Signature of Head of the Department)

Date: