

STQC DIRECTORATE
 Ministry of Electronics & Information Technology
 Website: <http://www.stqc.gov.in>

Change Request Form - STQC Website

Website Change Request Form	
Concerned STQC Lab /Centre / Division	
Details of Change Request to the Website <i>Instructions: In the box alongside please provide brief Changes required in the website. Details should be provided as a separate document (MS Word & pdf). The hyperlinked documents need to be in the .pdf format only with optimum resolutions that the file size is kept to the minimum possible.</i>	Brief Details (Clearly state the web pages / part which need the change.) CR Type : Addition / Deletion / Modifications /Other (specify) (Pls tick as applicable)
	Name of the file attached (only pdf files, .jpg in case of photographs). These need to send through email.
Level of Priority for Change Request	(High / NORMAL / LOW) (Pls tick the appropriate one) - Justify in case of High Priority
Change Request raised by (Signature of officer with name and date)	Change Request approved by (Signature of Director / Senior Director /Function Head)
Action taken by Website administrator team (Publishing date and signature)	Verification by Website Administrator / Manager