

**JIGME NAMGYEL ENGINEERING COLLEGE  
ROYAL UNIVERISTY OF BHUTAN**

**CCTV FOOTAGE ACCESS REQUEST FORM**

**Requester's Information:**

Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Department: \_\_\_\_\_ Designation: \_\_\_\_\_

Contact No.: \_\_\_\_\_ Email ID: \_\_\_\_\_

**Details of Request:**

Reason:

Location of Area to View: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Requested by:

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(Signature & Date)

**Recommendation & Approval:** *(To be filled up by authorized personal)*

Recommended By:

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date of Recommendation: \_\_\_\_\_

Approved By:

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President, JNEC

Date of Approval: \_\_\_\_\_

**Extraction/Viewing Details:** *(To be filled up by authorized personal)*

Date & Time of Playback: \_\_\_\_\_, \_\_\_\_\_ Camera Name \_\_\_\_\_

Playback by:

Viewed by Requester:

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(Name, Signature, & Date)

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(Signature, & Date)