

Council of Scientific & Industrial Research (CSIR Complex)
Human Resource Development Group
वैज्ञानिक एवं औद्योगिक अनुसंधान परिषद (सीएसआईआर कॉम्प्लेक्स)
मानव संसाधन विकास समूह

INDENT FOR REPAIR FOR EQUIPMENT / INSTRUMENT
उपकरण / यंत्र की मरम्मत के लिए मांगपत्र

Indent No..... date..... ERP reference

Indenter's NameProject LeaderB/H.....

Division/Area/Section:

Repair of

S.No.	Item	User's Inputs
1.	Name of the Equipment	
2.	Model No.	
3.	Serial No.	
4.	Name Of vendor / Manufacturer /Service Provider	
5.	ADRESS OF THE VENDOR/SERVICE PROVIDER	
6.	Contact person of the vendor	
7.	Phone Nos. Email etc. of the vendor	
8.	In case of renewal Previous AMC PURCHASE ORDER REFERENCE.	
9.	In case of new AMC the purchase order reference & value of the Procurement with p	
10.	Year of Purchase & Installation date	
11.	Date of warranty completion	
12.	End Use & application of the instrument (Pl. furnish details of the project for which this is put to use)	
13.	Justification for Repair	

14.	Cost of repair	
15.	Quality of service provided (during warranty / Previous Repair)	
16.	Activities expected to be done in Repair (if any)	

CERTIFICATE

I certify that a careful watch will be maintained on the repair activity and quality of service by the service provider.

BUDGET HEAD : (Indenter to self certify regarding the funds availability)

SIGNATURE OF INDENTOR

SIGNATURE OF PROJECT LEADER

NAME OF PROJECT:

BUDGET HEAD:

F&A CONCURNECE:

CONCURRED / NOT CONCURRED IN CURRENT F/Y

SECTION OFFICER, F&A

FAO/COFA