**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 Name ………………………………….Project Leader …………..B/H……………….

Division/Area/Section:

Repair of …………………………………………………………………………….

|  |  |  |
| --- | --- | --- |
| **S.No.** | **Item**  | **User’s Inputs**  |
|  | Name of the Equipment  |  |
|  | Model No. |  |
|  | Serial No. |  |
|  | Name Of vendor / Manufacturer /Service Provider  |  |
|  | Adress of the vendor/SErvice provider  |  |
|  | Contact person of the vendor |  |
|  | Phone Nos. Email etc. of the vendor  |  |
|  | In case of renewal Previous AmC purchase order reference. |  |
|  | In case of new AMC the purchase order reference & value of the Procurement with p |  |
|  | Year of Purchase & Installation date  |  |
|  | Date of warranty completion  |  |
|  | End Use & application of the instrument (Pl. furnish details of the project for which this is put to use) |  |
|  | Justification for Repair  |  |

|  |  |  |
| --- | --- | --- |
|  | Cost of repair  |  |
|  | Quality of service provided (during warranty / Previous Repair) |  |
|  | 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 CONCURRNECE: concurred / not concurred in current f/Y

Section officer, f&A fao/Cofa