

Proforma for Carrying Out Repairs of the Equipment/Machinaries

1. Name of the Equipment	
2. Location of the equipment	
3. Name of the Manufacturer	
4. Model No. and Sr. No	
5. Name, Address and contact details of the service support division of the Manufacturer/Supplier	
6. Date of Purchase	
7. Total Cost in Indian Rupees	
8. Reference number and Date of the Purchase Order	
9. Whether under warranty period?	
10. If no, then the date of expiry of the warranty	
11. Whether any proposal was submitted for AMC after expiry of the warranty? Y /N If yes, then attach the copy of the proposal	
12. Name, address and contact details of the party / parties authorized to carry out repairs of the equipment:	
13. Recommendations/Suggestions of the Indenting Officer and HOD	

Sign of the Head/SIC of the Division/Cell/Unit