

Job No:

Division / Sub Department :

Date :

Director (ICT)

Request for Repair.....

The machine bear details mentioned below is malfunctioned with faulty/Completely out of order. Please take action to inspect the machine and attend for repair, by replacing necessary spare parts.

Type of Machine:

Brand:

Model NO:

Serial No :

Machine ID NO. (If any) :

Brief description of nature of the faulty :

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If allocation is available for this repair : Yes / No

If yes please mention the vote description:

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Vote :

Signature :

(Head of the Division / Sub Department)

Designation :

Technical Inspection Note :

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.....

Signature of the officer inspected

Date

Recommendation of Director ICT

Accountant - Stores

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Signature of Director (ICT)

.....

Date

Spare Parts Used

01 -

02 -

03 -

04 -

05 -

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Signature of the Officer Carried Out

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Date