

**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 :**

.....  
.....  
.....  
.....

Signature : .....

(Head of the Division / Sub Department)

Designation : .....

**Technical Inspection Note :**

.....  
.....  
.....  
.....

Signature of the officer inspected

Date

**Recommendation of Director ICT**

Accountant –Stores

.....  
.....  
.....

Signature of Director (ICT)

Date

**Spare Parts Used**

01 - .....

02 - .....

03 - .....

04 - .....

05 - .....

.....

Signature of the Officer Carried Out

.....

Date