

INSTRUMENTATION CELL
INDENT FORM AU12/1

Job Description	Repair/Collection of under note instruments
1. Instrument's Serial No.: 2. Name of the instrument(s): 3. Model: 4. Date of purchase: 5. Whether under guarantee. If so, what is the plea of supplier? 6. Date of break down: 7. Description of fault: (Give details) 8. Has/have the instrument(s) been serviced earlier (Quote previous Job No.) 9. Source of power (whether direct or through stabilizer) 10. Lab./Room No.: Name of Incharge: Time when available: 11. Instructions Manual is sent herewith.	

Signatures & Designation of Lab.Incharge.

Prof.& Head

Note:-

1. Details of spare parts used, work done and total time spent shown on the reverse of the Indent Form.
2. Reference to the Indent for issue of spares may be given below the details shown on the reverse of the Indent Form so that entries are clearly traceable in the Stock Register are the Register of Scrap.