

History Sheet for Repair Proposal

Department of _____

1	Name of the Equipment/Apparatus, Model, Make & S.No.	
2	Name of the Authorized Indian agent or Supplier	
3	Price of Equipment	
4	Date of Installation	
5	Name of the Manufacturer	
6	Date of Expiry of Warranty period	
7	Date when the Equipment went out of order	
8	Name of the firm Undertaking the job	
9	Date when the firm was contacted	
10	Date of submission of estimate by the firm	
11	Reason for delay if any in taking up the repair	
12	Whether the repair is for first time or Not	
13	Total Repair done till date (Amount in Rs)	
14	Date of last Repair and cost thereof in Rs.	
15	Post Repair Warranty	
16	Reason for Repair demanded whether it is under normal wear and tear	
17	Reason for Repair demanded whether is due to negligence or mishandling	
18	Charges demanded by the firm	
19	Responsibility fixed upon individual if any name thereof	
20	Justification & recommendation of HOD	

Certified that the rates charged/being charged by the firm are justified and competitive

Signature of HOD with Stamp

Note:-

1. The History sheet duly filled and signed by HOD should be accompanied with each case repair in hand for approval.
2. Each column of the history sheet should be filled before sending the proposal to Purchase Branch.