

**ICAR- NATIONAL INSTITUTE OF VETERINARY EPIDEMIOLOGY
& DISEASE INFORMATICS**

REPAIR REQUEST PROFORMA

Dated: _____

**Sub. : Repair of _____ (name of equipment): Approval
for collection of repair estimate**

1.	Name of Equipment	
2.	Purchase Cost	
3.	Date of Purchase	
4.	File No./Order no.	
5.	Name and contact address of Supplier/Manufacturer	
6.	Detail of Breakdown of the equipment	
7.	Previous repair, If any with cost	
8.	Comments and Signature of Indenter	
9.	Comments of the in- charge/ Section and signature	
10.	Approval of the competent Authority	

Note: I.O. may obtain approval of CA on this format, then seek the repair estimate from the authorized/ established firm. The repair estimate along with scanned copy of this format may be uploaded in ERP for getting administrative/financial approval.