**AC MAINTENANCE REQUEST FORM**

|  |  |
| --- | --- |
| Department/ Section |  |
| Location(s) |  |
| No. of AC required to be repaired |  |
| Date of Installation/ year of Manufacture |  |
| Brief Description of Work required |  |

(Signature of requisitioner)

(Head/ In-charge)

(Name with designation)

(HOD (ME)) (DOIP)

To, In-Charge CMC

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**JOB CARD**

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Receiving: | Job No.: | Date: | Assigned to (Name of Mechanic): |
| Date of Completion: | No. of AC repaired: | Bill Value claimed(as enclosed):₹ | Bill Value passed (as enclosed):₹ |
| Remarks  | Work done satisfactorily/ not satisfactory |

**Brief Description of Material / Component Used:**

(JE(CMC)) (Requisitioner) (Head/ In-charge)

(Project In-charge) (HOD (ME)) (DOIP)

*Encl.: Pages*

**Accounts**