

CENTRAL UNIVERSITY OF KASHMIR

(ESTATES SECTION)

Nowgan campus –II, Puhru Chowk Srinagar -190015

Email : estates@cukashmir.ac.in

Phone : 0194-

**INDENT FORM NO. II
REPAIR & MAINTENANCE OF ASSETS** **ON-SITE**
(In-house) **OFF-SITE**
(Outsource)

Department Ref.No. _____ Dated _____

**The Officer In-charge,
Estates,
Central University of Kashmir**Kindly arrange the repairing of following items issued to _____
working as _____ in the Deptt./Section/Project _____, as per the details mentioned
against each:

SN	Description of item (s) to be repaired	Make/Model/YOI	Tag reference	Details of repairs required
1		_____ _____		
2		_____ _____		

* YOI: Year of issuance.

* Use separate sheet in case the space provided is not sufficient

INDENTOR**Endorsement by HOD**

Signature _____

Mobile No. _____

Dated ____ / ____ / ____

Certified that the Indentor is an employee of this University & working
in my Department/Section/Project _____

Signature with Seal _____

FOR USE IN ESTATES SECTION

- Repairs of item(s) at SNo _____ carried & are ready to dispatch
- Repairs of item(s) at SNo. _____ not possible
- The items are under warranty and have been repaired/replaced by the supplier/
Company (On-Site/Off-Site)

Indent No:	
ICR Page No.	
Dated	

**Officer In-Charge
Repairs & Maintenance****ACKNOWLEDGEMENT BY INDENTOR**

SN	Description of item (s) repaired	Signature of recipient with date
1		
2		
3		

**CENTRAL UNIVERSITY OF KASHMIR
(CENTRAL STORES)**

Nowgan campus -II, Puhru Chowk Srinagar -190015

Email :

Phone : 0194-

DELIVERY CHALLAN

INDENT NO:

DATED: / /

F.No. CUK/Stores/.

Dated :

The _____

Sub: Supply of items tendered vide your indent dated _____
Sir/Madam,

In response to your indent received in the Estates Section of the University and forwarded to u/s vide No. _____ dated _____, the following items (Assets) are hereby issued to you for use in _____:

SN	Description of items issued	Qty	Tag Reference (To be recorded by Estates)	Receipt of supplies
1				
2				
3				
4				
5				
6				
7				

You are requested to ensure proper care & custody of items issued to you and maintain proper records thereof which will be perused while conducting Physical Verification of the University Assets. In case of your transfer etc, you may please handover all items issued to your successor or the person so authorized under an intimation to Estates Section of the University please.

Yours Sincerely,

Assistant Registrar,
Central Stores

Copies::

1. Officer In-Charge Estates for information and further n/a, if any.
2. PStoFO for information of the Finance Officer
3. Relevant file for r/r