

National Informatics Centre

Requisition Form for New Batteries. (For Replacement of Old Batteries Installed With UPS under AMC)

To be filled by DIO / Site In-charge.												
Name			Emp Code.			Post / Desig.						
Location / Site Name								State				
Complete Address of Correspondence												
						Pin Code						
Telephone		STD	Number		Mob	+91-		E-mail:		@nic.in		
Project Name ('NIC' / Project Name)												
Details of UPS		Manufacturer :										
		Capacity :		KVA	Back-up:		Hr(s)	No. of Batt(s).				
		Installation Date:		DD	MM	YYYY	Serial No					
Type and Capacity of the batteries				Lead Acid / SMF				V.		AH.		
Date of last replacement of the batteries												
Present Full-Load back-up (as reported)												
Nos. of faulty batterie(s) (as reported)								Nos. of batteries required (as reported)				
Service Report Ref. No.								Service Report Date		DD	MM	YYYY
<p>Certified that the filled-in information are as per the attached service report submitted by the Engineer from M/s.....</p> <p style="text-align: center;">(Signature) (Office Seal)</p> <p style="text-align: center;">(Date : DD / MM / YYYY)</p>												
To be filled by the office of SIO / HO of NIC, State Centre.												
Rate of each battery												
Total cost of replacement												
Justification / Comments / Remarks of SIO / HO, NIC on replacement / frequent replacement (if any)												
<p>Certified that this UPS, for which new batteries are required, is property of NIC and under AMC with M/s....., for the AMC period from DD / MM / YYYY to DD / MM / YYYY.</p> <p style="text-align: center;">(Signature)</p> <p>Name : Emp. Code: (Office Seal)</p> <p style="text-align: center;">(Date : DD / MM / YYYY)</p>												