**REPAIR / MAINTENANCE**

To,

The Director,

Khyber Medical University,

Peshawar

REPAIR OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sir,

The following defects have been detected in ­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_S No.\_\_\_\_\_\_\_\_\_\_\_\_. This requires urgent repair for the smooth function of the section.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S No.** | **FAULT** | **Date of Purchase** | **Date of Previous Repair** | **Total No of Copies** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
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| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |

Necessary sanction for repair / maintenance of the mentioned equipment may please be accorded.

Dated: \_\_\_\_\_\_\_\_\_\_\_ Signature of the Operator

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Section \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Remarks by Section Incharge\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Remarks of Registrar\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Remarks of the Inventory Controller Officer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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