

Please contact with Sir Mukarim 8910896074 for maintenance
as the department is under AME with Young Engineering.
Internal work order form of Refrigeration and Air Conditioning Unit

1. Department/Centre/Section: Office of International Relation, Main Building
2. Reference No. 1887/2023/OIR

Date: 25.05.2023

Please repair the under mentioned Equipment

3. (a) Name of the Equipment:

(Please tick one)

(i) Window Air Conditioner (ii) Split Air Conditioner

(iii) Refrigerator, (iv) Water Cooler, (v) Other: _____

(b) Date Of Procurement: NA

(c) Ledger Reference No. NA

(d) Whether under Warranty Period: For Machine Yes/No

For Compressor Yes/No

4. (a) When the Equipment stopped working: 23.05.2023

(b) Whether the equipment was repaired previously, if so, for what defects:

Cooling Problem

25/05/23

Date: 25.05.2023 (Head of the Department/Centre/Section)

प्राध्यापक जयन्त मुखोपाध्याय
Prof. Jayanta Mukhopadhyay

संकायाध्यक्ष आउटरीच (पूर्वांच मामले)

Dean Outreach & AA

भारतीय प्रौद्योगिकी संस्थान खड़गपुर
Indian Institute of Technology Kharagpur

The work completed to our satisfaction/

Note the reason for non compliance of work:

Date: _____

(Head of the Department/Centre/Section)

FOR OFFICE USE ONLY

Refrigeration & AC Unit Ref No.: _____

Report of the spot inspection

1. (a) Nature of defects found: _____

(b). Other services: _____

Yes/No

2. Whether it can be repaired on the spot: _____

Yes/No.

Or it requires shifting to the Unit:

3. The list of components requiring replacement/servicing: (i). _____

(ii) _____ (iii) _____ (iv) _____ (v) _____

(vi) _____ (vii) _____ (viii) _____ (ix) _____

Remarks if any:

Serviced by: _____

Bill of materials consumed

प्रोफेसर इन-चार्ज द्वारा उपयोग किया गया वस्तुओं की सूची
Consumed Materials List by Professor In-Charge
Date: _____

Counter sign (Professor-In-Charge)

Signature (Assistant Engineer)