

## **Repair of Instruments/Infrastructure**

### **Stage I: Permission from the Principal**

- i. The purchase officer/committee will take the permission for repair of instrument/infrastructure from the Principal on the Note Sheet with details of the equipment such as year of purchase and price etc.
- ii. The warranty period of the items are checked. It can include AMC and if the item was repaired before. If yes, then the details thereof.

### **Stage II: Quotation for Repair**

- i. Get the quotation for repair of instruments/infrastructure from the manufacturing company, if any.
- ii. Repair cost should not exceed the cost of the instrument/infrastructure.

### **Stage III: Approval and Order Placement**

- i. The approval of the Principal is taken for repair based on quotations received for the repair of the instrument/infrastructure.
- ii. A Note Sheet, if required, is prepared.
- iii. Place an order, if required.
- iv. Get the repair done from the company.
- v. If the work is satisfied, the bill and the account details of the company is taken.

### **Stage IV: Bill Processing**

- i. Take permission for release of payment to the company from the Principal on the Note Sheet.
- ii. Submit the Note Sheet and the account details of the company in the account section for the release of payment.

