



राष्ट्रीय उन्नत विनिर्माण प्रौद्योगिकी संस्थान  
(पूर्व नेशनल इंस्टीट्यूट ऑफ फाउंड्री एंड फोर्ज टेक्नोलॉजी)  
हटिया, राँची - 834 003 (झारखण्ड)

**National Institute of Advanced Manufacturing Technology**  
(Formerly National Institute of Foundry and Forge Technology)  
Hatia, Ranchi – 834 003 (Jharkhand)

**Form No.-MT/02**

**Indent for Minor Repair and Maintenance work up to Rs. 25,000/-**

1. Name of the Indenting Officer.....
2. Designation.....
3. (a) Name of the work (Requisitions received from users may be attached) .....
- .....
- (b) Nature of the work - (Masonry/ Plumbing/ Carpentry/ Electrical/ Sanitary) .....
4. Location -.....
5. Estimated Cost -.....
6. Similar maintenance work done previously on the same location - Yes/No (Details to be provided, if Yes)
  - a. (i) Name of the work -.....
  - (ii) Nature of the work - (Masonry/ Plumbing/ Carpentry/ Electrical/ Sanitary) .....
  - b. Date of Completion -.....
  - c. Actual Cost -.....
  - d. Justification for current work- .....
  - .....
7. Mode of executions - (Please tick one of the following)
  - a. Through contractor (Manpower and materials)
  - b. Additional manpower engagement through agency and procurement of materials
  - c. Procurement of materials with internal manpower
  - d. Others (Please specify) .....
8. Estimated time of completion :.....

9. Advance required: Yes/No  
(For information only, Advance form to be submitted separately)

Date:.....

Indenting Officer

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**The work is approved/Not Approved for executions**

Date: .....

Dean (P&D)

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**Work has been completed satisfactorily.**

**Requisitioner**

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It is certified that the above work has been completed and necessary entries has been made in field book at page no..... (copy of the relevant page enclosed) and entry in the maintenance register has been made at page no. ....sl. no..... Payment of **Rs**..... may be made to **M/s**.....or may be adjusted from the above **Rs**.....done by me. The original bill, copy of field book, Purchase order etc enclosed.

**(Coordinator-Maintenance Activity)**

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Proposed for sanction of **Rs**..... or adjustment of advance of Rs.....

**Dealing Staff**

**Assistant Registrar-EM**

**Recommendation as above**

**Approved/Sanctioned Rs**.....

**Registrar**

**Director**