

SAIC Sophisticated Equipment Facilities Services;

Tezpur University
Napaam, Tezpur-784028, Assam

[Analysis details and instrument status]

1. Department/Centre:

2. Date:

3.	Name of Central facility available		4.	Name of operator(s)	
	a.			a.	
	b.			b.	
	c.			c.	
	d.			d.	
	e.			e.	
	f.			f.	
	g.			g.	
5.	Date of installation:		6.	Month of analysis:	
7.	No. of sample analyzed a. b. c. d. e. f. g.		8.	List of consumable (s) used	
9.	Status of instrument (s)			a.	
	a.			b.	
	b.			c.	
	c.			d.	
	d.			c.	

10. Date of breakdown:

11. Period of breakdown:.....

12. Date of report to SAIC:.....

13. Action taken by SAIC:.....

14. Date of visit of service Engineer (if any):

15. Date of rectification:

Note: Technical officer (s) must provide the above mandatory information at the end of every month forwarded by Head/concern person to SAIC. Use extra sheet if necessary.

Signature of Technical officer
Date:

Signature of Head, Department/Centre
With office seal
Date: