

**CHECK LIST FOR REPAIRS / REPLACEMENT OF SPARES (REP) & MAINTENANCE (MTC)
CONTRACT**

NAME OF DEPARTMENT:

FORM NO:FIN/CHK/005

1	Name of work / Tender With File and Project Code And Type Code SAP No	
2	Original cost of the ASSET/Book value Date of Purchase Life of Asset	
3	Period of the Warranty if any	
4	Details of previous Mtc. Contract if any 1) DD/MM/YY to DD /MM/YY 2) Amount 3) Scope of work - Also state comprehensive or not 4) Life of Asset 5) If it is Maintenance/replacement of Spares 6) If spares life of the same and date of last replacement and its cost.	
5	Justification for the proposed Mtc / Replacement	
6	SAP Estimate No. Plant Maintenance notification no. for equipment	
7	Whether Maintenance is for a) Preventive Maintenance / Breakdown maintenance b) If Breakdown, reason for breakdown c) AMC work	
8	Budget Provision Sl.no.	
9	If not provided in the Budget reasons for the same. whether to be included in RE / Re-appropriation from another head	
10	Proposed supply of spares / work to be carried out by OEM If Yes 1) Name of OEM & OEM certificate (copy placed in file) 2) Advance payment required or not 3) Limited tender approval DOP Sl.no..... If no 1) Open tender approval DOP Sl.no.....	
11	History register and maintenance register of equipment Book page _____ for last replacement of spares	
12	Total expenditure incurred for the Repair and maintenance towards the equipment Rs.	
Other Remarks/Notings:		

AE/AEE

EE

SE

HOD

FINANCE DEPARTMENT

FORM NO:FIN/CHK/005

1	Has the Finance Department checked the correctness of the relevant information viz., Sl.No.1,2,4,6 and 9 with reference to documentary evidence	YES
2	Revenue Account Code Cost Center	Expenditure till date: Budget Available:
3	Percentage of current proposal with that value of Asset	
5	Remarks /Observations / Recommendations, If any	
6	Competent Authority approval	1. Sl.No._1_ of Non statutory powers – Annexure-I/Sl.No.2 of D.O.P. 2. HOD/Dy.CPT/CPT/ Board 3. FA&CAO as per Circular No. 18/2019-20 Dt.24.01.2020

Administrative approval for Rep & Mtc. proposal may be accorded at an estimated cost of Rs..... as per Sl.No. 2 of DOP dt:11.02.2015 (Annexure-I)/Circular No. 18/2019-20 Dt.24.01.2020 stated in sl.no.6 above.

A.O.Gr.II/GrI/SR.AO

DY.CAO/SR.DYCAO

FA&CAO