

Form – II

**UNIVERSITY SCIENCE INSTRUMENTATION CENTRE  
SRI KRISHNADEVARAYA UNIVERSITY :: ANANTHAPURAM**

No.SKU/USIC/

Date:

From  
The Head  
University Science Instrumentation Centre (USIC)  
Sri Krishnadevaraya University  
Ananthapuramu – 515 003

To  
The Head: Department of \_\_\_\_\_  
Sri Krishnadevaraya University  
Ananthapuramu – 515 003

Sir,

Sub: Instrument Repairs – Regarding

Ref: Your Job Order dated \_\_\_\_\_  
Through Staff Member concerned

With reference to the Instrument/s sent for repairs, the following items are to be replaced to keep it in working condition.

Name of the Instrument/s :

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Components Required :

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

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Please make arrangements to supply the items immediately to do the needful. For any reason if it is not possible to supply the components, please arrange to take the Instrument/s back.

Thanking you,

Yours Sincerely,

**(Head of the USIC)**