



Sub: Requisition for change of UPS Battery.

Name of the Employee					
Designation					
Department					
Staff No.					
<b>DETAILS OF UPS</b>					
Model/ Brand Name					
UPS Capacity	600 VA	650 VA	1 KVA	1.2 KVA	1.5 KVA
Number of Battery	ONE		TWO		
Signature of Employee with date					
<b>For use in EDP</b>					
Date of Last replacement					
Warranty upto					
Remarks/ comments					
Number of battery to be replaced	ONE		TWO		
Cost per UPS battery under the buyback of the old battery (Rs.)					
Total Financial implication (Rs.)					
Signature of MGR(Systems)					
Signature of GM(Systems)					
<b>Approving Authority (DROs)</b>					
Name					
Designation					
Signature with date					