



NATIONAL HIGHWAY AUTHORITY

(MIS SECTION)

No.2(5)/Director(MIS)/NHA/20___/_____

Dated _____

DEFECT REPORT

(Before sending Computer/Laptop for repair, please ensure to take Data Backup)

Item Name _____ Set No. _____

Make/Model _____ Serial No. _____

Following defects have been observed, which may please be attended for rectification: -

i. _____

ii. _____

iii. _____

User Name: _____ Signature: _____

Designation: _____ Section _____ Contact No. _____

(Technical Report) *(To be filled by MIS Section)*

Superintendent (MIS-Hardware): _____

In case of outdoor repair: Vendor/Company Name: _____

Comments/Proposed:

1.	The problem in above equipment has been rectified successfully and handed over to the user	
2.	Above equipment is not repairable indoor, proper checkup and estimation may be carried out through vendor.	
3.	The item is economically not repairable	