



भारतीय प्रौद्योगिकी संस्थान दिल्ली

SPS-505

Indian Institute Of Technology Delhi

Hauz Khas, New Delhi-110 016.

Website :www.iitd.ac.in

Department \_\_\_\_\_

Form for Re-export of equipment due to repair

Ref: IITD/

Dated: / /

Sub: Export for repair of \_\_\_\_\_

Institute's Old Purchase order \_\_\_\_\_ Date of PO \_\_\_\_\_

S. No.	Documents Required	Remarks
1	Whether the equipment is under warranty (If the item is under the warranty the foreign supplier may please be insisted to bear the charges)	( YES / NO )
2	Correspondence with agents in India showing inability to repair the item in India	Copy attached <input type="checkbox"/>
3	Approval from competent authority for export/Re-Import of the item	Attached <input type="checkbox"/>
4	Actual cost of item to be exported in foreign currency	
5	Whether complete item is to be re-exported or a part	COMPLETE <input type="checkbox"/> PART <input type="checkbox"/>
6	Catalogue No./Model No. of the item to be exported	
7	Budget head for Re-export, Clearing charges and Custom Duty	
8	Whether foreign currency involved or not (If any repair charges)	( YES / NO )
9	Charges to be borne by	
10	Return Material Authorization (RMA) No. may kindly be provided (to be obtained from the supplier).	
11.	Before sending the material for repair/ replacement the item should be taken on inventory	

Signature \_\_\_\_\_

Name of the Faculty \_\_\_\_\_

Emp. Code \_\_\_\_\_

Department \_\_\_\_\_

Mobile No. \_\_\_\_\_

Landline No. \_\_\_\_\_