

Few sample proofs of Electrical Maintenance Format are-

K.D.K. COLLEGE OF ENGINEERING
ELECTRICAL MAINTENANCE WORK /ACCOUNT SUBMISSION FORM

Date: 15/10/15

Details of Electrical Complaint:

S. N.	Room No. / Lab No.	Complaint in Detail
1		Fitting for Amishakar-15

Name & Signature of Staff

TO BE FILLED BY THE ELECTRICAL MAINTENANCE TEAM

S.N.	PARTICULARS	DETAIL	Staff Signature
1	The date of Work allotment to Electrician		
2	The date of Completion of work	15/10/2015	[Signature]

DETAILS OF EXPENDITURE FOR ABOVE ELECTRICAL MAINTENANCE WORK

S. N.	Bill/Cash memo/Receipt/Voucher no.	Date	Purchased from	Amount (Rs.)
1	9099	9/10/15	Bhagwati Electrical	10081.00
2				
3				
Grand total				10,081.00

The above work is satisfactorily completed by the Electrical maintenance team and the total Expenditure on the above maintenance work is Rs. 10,081/- (In Figure).
(Rupees Ten thousand and eighty one (In Words)

The Principal KDKCE is requested to sanction the same.
Special Remarks: As the Above items are purchased in Cash/ Credit hence the Cheque can be Issued in the name of Bhagwati Electrical.

Submitted to Account office KDKCE for verification and issue the amount.

[Signature]
Signature of Incharge
Electrical maintenance team

[Signature]
Chairman
Electrical Maintenance

Encl: All the original Bills.

[Signature]
Principal
KDKCE, Nagpur

K.D.K. COLLEGE OF ENGINEERING
ELECTRICAL MAINTENANCE WORK /ACCOUNT SUBMISSION FORM

Date: 22/03/16

Details of Electrical Complaint:

S. N.	Room No. / Lab No.	Complaint in Detail
1	202 A Building	Please check HQ tubelight at the earliest. This is very urgent and socket

S.S. Ghorasole
Name & Signature of Staff

TO BE FILLED BY THE ELECTRICAL MAINTAINENCE TEAM

S.N.	PARTICULARS	DETAIL	Staff Signature
1	The date of Work allotment to Electrician		
2	The date of Completion of work		

DETAILS OF EXPENDITURE FOR ABOVE ELECTRICAL MAINTENANCE WORK

S. N.	Bill/Cash memo/Receipt/Voucher no.	Date	Purchased from	Amount (Rs.)
1	1584	9/3/2016	Bhagwati Electrical	2938.00
2	1897	22/3/2016	Bhagwati Electrical	330.00
3				
Grand total				3268.00

The above work is satisfactorily completed by the Electrical maintenance team and the total Expenditure on the above maintenance work is Rs. 3268/- (In Figure).

(Rupees Three thousand two hundred & sixty eighth Words)

The Principal KDKCE is requested to sanction the same.

Special Remarks: As the Above items are purchased in Cash/ Credit hence the Cheque can be

Issued in the name of Bhagwati Electricals.

P. M. Holey
Signature of Incharge
Electrical maintenance team

Encl: All the original Bills.

Submitted to Account office KDKCE for verification and issue the amount.

P. M. Holey
Chairman
Electrical Maintenance

[Signature]
Principal
KDKCE, Nagpur

K.D.K. COLLEGE OF ENGINEERING
ELECTRICAL MAINTENANCE WORK / ACCOUNT SUBMISSION FORM

Date: 03/10/2017.

Details of Electrical Complaint:

S.N.	Room No. / Lab No.	Complaint in Detail
1		computer defect Electrical course. + Principal office.

Name & Signature of Staff

TO BE FILLED BY THE ELECTRICAL MAINTAINENCE TEAM

S.N.	PARTICULARS	DETAIL	Staff Signature
1	The date of Work allotment to Electrician	21/9/2017	
2	The date of Completion of work		

DETAILS OF EXPENDITURE FOR ABOVE ELECTRICAL MAINTENANCE WORK

N.	Bill/Cash memo/Receipt/Voucher no.	Date	Purchased from	Amount (Rs.)
1	1160	21-09-2017	BHAGWATI ELECTRICALS	381
2	1260	26-09-2017	BHAGWATI ELECTRICALS	530
3				
Grand total				1911

The above work is satisfactorily completed by the Electrical maintenance team and the total Expenditure on the above maintenance work is Rs. 1911 (In Figure).

(Rupees One thousand Nine hundred and Eleven. (In Words))

The Principal KDKCE is requested to sanction the same.

Special Remarks: As the Above items are purchased in Cash/ Credit hence the Cheque can be

Issued in the name of BHAGWATI ELECTRICALS

Signature of Incharge
Electrical maintenance team
Encl: All the original Bills.

Chairman
Electrical Maintenance

Submitted to Account office KDKCE for verification and issue the amount.

Principal
KDKCE, Nagpur

**K.D.K. COLLEGE OF ENGINEERING
ELECTRICAL MAINTENANCE WORK /ACCOUNT SUBMISSION FORM**

Details of Electrical Complaint:

Date: 03-11-2017

S.N.	Room No. / Lab No.	Complaint in Detail
1	U.P. New Row	fitting of MCB - 7 nos

Name & Signature of Staff

[Signature]
03/11/2017

TO BE FILLED BY THE ELECTRICAL MAINTAINENCE TEAM

S.N.	PARTICULARS	DETAIL.	Staff Signature
1	The date of Work allotment to Electrician		
2	The date of Completion of work		

DETAILS OF EXPENDITURE FOR ABOVE ELECTRICAL MAINTENANCE WORK

S. N.	Bill/Cash memo/Receipt/Voucher no.	Date	Purchased from	Amount (Rs.)
1	51 / GJ 1149	13-10-2017	JALM TRADING	9552
2				
3				
Grand total				9552

The above work is satisfactorily completed by the Electrical maintenance team and the total Expenditure on the above maintenance work is Rs. 9552 (In Figure).

(Rupees nine thousand five hundred and fifty two (In Words))

The Principal KDKCE is requested to sanction the same.

Special Remarks: As the Above items are purchased in Cash/Credit hence the Cheque can be

Issued in the name of JALM TRADING

Signature of Incharge
Electrical maintenance team

Encl: All the original Bills.

Submitted to Account office KDKCE for verification and issue the amount.

[Signature]
Chairman
Electrical Maintenance

[Signature]
Principal
KDKCE, Nagpur

**K.D.K. COLLEGE OF ENGINEERING
ELECTRICAL MAINTENANCE WORK /ACCOUNT SUBMISSION FORM**

Date: 12-10-2017

Details of Electrical Complaint:

S.N.	Room No. / Lab No.	Complaint in Detail
1	Boys Hostel	Electric Heater & Fan fixing.

Name & Signature of Staff

TO BE FILLED BY THE ELECTRICAL MAINTAINENCE TEAM

S.N.	PARTICULARS	DETAIL	Staff Signature
1	The date of Work allotment to Electrician	6-10-17 & 10-10-17	4..
2	The date of Completion of work		

DETAILS OF EXPENDITURE FOR ABOVE ELECTRICAL MAINTENANCE WORK

S. N.	Bill/Cash memo/Receipt/Voucher no.	Date	Purchased from	Amount (Rs.)
1	1426	06-10-17	BHAGWATI ELECTRICALS	2042
2	57/6571087	10-10-17	JAIN. TRADES	6822
3				
Grand total				8864

The above work is satisfactorily completed by the Electrical maintenance team and the total Expenditure on the above maintenance work is Rs. 8864 (In Figure).

(Rupees Eight thousand Eight hundred and Sixty Four only) (In Words)

The Principal KDKCE is requested to sanction the same.

Special Remarks: As the Above items are purchased in Cash/ Credit hence the Cheque can be

Issued in the name of (1) BHAGWATI ELECTRICALS - 2042
(2) JAIN TRADES - 6822

Signature of Incharge
Electrical maintenance team

Signature
Chairman
Electrical Maintenance

Encl: All the original Bills.

Submitted to Account office KDKCE for verification and issue the amount.

Principal
KDKCE, Nagpur

*Received
12/10/2017*

**K.D.K. COLLEGE OF ENGINEERING
ELECTRICAL MAINTENANCE WORK /ACCOUNT SUBMISSION FORM**

Date: 13-12-2017

Details of Electrical Complaint:

S.N.	Room No. / Lab No.	Complaint in Detail
1		IT DEPTT. - 869. PCB advice - 1630
2		CE Deptt. - 1730
3		Electrical - 3002

Name & Signature of Staff

DETAILS OF EXPENDITURE FOR ABOVE ELECTRICAL MAINTENANCE WORK

S.	Bill/Cash memo/Receipt/Voucher no.	Date	Purchased from	Amount (Rs.)
1	293	27-11-2017	Bhagwati Electricians	869
2	486	09-12-2017	Bhagwati Electricians	1630
3	534	12-12-2017	Bhagwati Electricians	1730
4	SPT/WH/832	8-12-2017	J. P. Traders	3002
Grand total				7231

The above work is satisfactorily completed by the Electrical maintenance team and the total Expenditure on the above maintenance work is Rs. 7231 (In Figure).

(Rupees Seven thousand Two hundred and Thirty one only (In Words))

The Principal KDKCE is requested to sanction the same.

Special Remarks: As the Above items are purchased in Cash/ Credit hence the Cheque can be

Issued in the name of 1. BHAGWATI ELECTRICALS - 4229

2. J. P. TRADERS - 3002

Signature of Incharge
Electrical maintenance team
Encl: All the original Bills.

Signature
Chairman
Electrical Maintenance

Submitted to Account office KDKCE for verification and issue the amount.

Principal
KDKCE, Nagpur

[Signature]
13/12/17