



# Kathmandu University Office of the Research, Development and Consultancy (RDC)

(This Repair & Maintenance Form has to be filled-in by the Authorized Person to confirm that the bill with the listed item was not newly purchased but repaired and maintained, thus Order Form is NOT required)

## REPAIR & MAINTENANCE FORM

### Kathmandu University (Projects)

Date:.....

To  
The Manager- RDC  
Kathmandu University

Subject: Authorization letter for Civil/ Plumbing/ Electricity/ Telephone/ /Equipment/ Land Development/ Others Repair and Maintenance Works **through Project Funding**

**(as circled)**

Sl. No.	Particulars with Description	Remarks

**Authorized to:**

Name	Project Acronym	School	Department

.....

**Authorized by:**