

**NATIONAL INFORMATICS CENTRE**  
Department of Information Technology  
Ministry of communications and Information Technology  
Government of India

**UPS Battery Request Form**  
[To be filled at site by NIC's HOD/SIO/DIO]

1. Location	
2. Capacity of the UPS, Serial No. and Make	
3. Date of the installation of UPS	
4. Date of the last replacement of the batteries	
5. Present battery back-up time on full load checked by UPS engineer	
6. Nos. of the faulty batteries as per UPS engineer's report	
7. Nos. of batteries required	
8. Capacity and type of the batteries	
9. Rate of each battery	
10. Total cost of replacement	
11. Service report duly signed by UPS engineer	
13. Certificate that the UPS is NIC property under	
15. Justification /Comments of NIC official for Replacement / Frequent replacement if any	

Note: Kindly enclose the service report submitted by the UPS engineer indicating clearly all the above details and signed by authorized person of NIC. It may be very difficult to process your requirement for procurement in the absence of above details