

**Centre for Energy & Environmental Science and Technology Calibration Centre (CEESATCC)**

**CALIBRATION JOB REGISTRATION FORM**  
(To be filled by the User)

Name of the Organization & Address:

Contact Person : Phone No :

Equipment Details:

Name : Make :

Model No : Sl. No :

Range of Calibration : (i) Full/Partial (Strike out whichever is not applicable)  
(ii) If partial, specify the ranges and functions

.....  
.....

Accuracy/ Specification : Available / Not Available\*

Supply of Manual : Supplied / Not Supplied : Operation Manual / Service Manual

Accessories supplied, if any :  
.....  
.....

Signature of the Head of the Laboratory/Project Coordinator  
Date

Office Seal

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\* If accuracy specification is not available, only status report will be provided.

**ACKNOWLEDGEMENT**  
(To be filled by CEESATCC)

Date of Receipt : Identification Code :

Job Registration No : Items Received :

Contact Person (in CEC) : Physical damage, if any :

Phone No : Section in-charge to whom  
Job is allocated by HOC :  
HOC's signature :  
Date :

Signature of the Customer Service Associate :  
Date:

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