

**CENTRAL ELECTRONICS CENTRE  
INDIAN INSTITUTE OF TECHNOLOGY MADRAS**

Prof V. Jagadeesh Kumar  
Head

Date:

To  
The Head,  
Department of \_\_\_\_\_  
IIT Madras  
(Mail Id \_\_\_\_\_@iitm.ac.in)

Sir,

Sub: Replacement of Batteries for UPS

Ref: Circular No. \_\_\_\_\_

The following UPS was sent by \_\_\_\_\_ for servicing:

UPS Make: \_\_\_\_\_ Capacity & Model: \_\_\_\_\_

Serial No: \_\_\_\_\_ Job Card No: \_\_\_\_\_

While servicing, the Batteries have been found to be defective and they need to be replaced.

The details of Battery specifications: 12V: \_\_\_\_AH, No. of Batteries required \_\_\_\_ Nos.

Battery Type: SMF Batteries; Battery Make: Exide / Ammararaja

The Batteries should be ordered only through GEM Portal.

Remarks:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thanking You,

Yours Sincer

(V. Jagadeesh Kur

Copy to : (Mail id: \_\_\_\_\_@iitm.ac.in)

Note 1: The defective Batteries should be returned to the supplier through buy back mode.

Note 2: GST 5% for Research purpose and 28% for Non-Research purpose.