



## CONSTRUCTION & MAINTENANCE SECTION

S.No. CM/C.I.II.III/Repair/

**REQUEST FOR REPAIR / MODIFICATION / ADDITION - JOBS FOR THE BUILDINGS IN THE UNIVERSITY / RESIDENTIAL AREAS/HOSTELS.**

**TYPE OF JOB (Please give enough details)**

Wall mounting fan is not working in NOC, CITM, Please do the needful as soon as possible.

**LOCATION**

1st A-Block, NOC, CITM

**DETAILS OF THE PERSON MAKING REQUEST**

Name	Designation	Department	Signature with date
Aeiman Preet Singh	Jr. Associate	CITM	

Notes: Regarding jobs for the building in the University, the request should be sent through Head of Department/School/Centre/Section/Unit/Wardent etc

***FOR OFFICE USE ONLY***

S.N. in the Register	Date of Receipt of Request	Job Assigned to (Name of J.E.-in-charge)	Job Completed on (Date)
<b>Material Used</b>			<b>Complaint Attended by</b>
<b>Complaint Attended/Not Attended (Give Reasons)</b>		<b>Remarks by the University Engineer</b>	

**Note :** Non-compliance must be reported to Faculty Advisor (CIVIL/ELECTRICAL)