

THAPAR INSTITUTE OF ENGINEERING & TECHNOLOGY, PATIALA

CONSTRUCTION & MAINTENANCE SECTION

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

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

TYPE OF JOB (Please give enough details)

LOCATION	
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DETAILS OF THE PERSON MAKING REQUEST

Name	Designation	Department	Signature with date

Notes: Regarding jobs for the building in the Institute, the request should be sent through Head of Department/School/Centre/Section/Unit/Warden 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)
Material Used			Complaint Attended by
Complaint Attended/Not Attended (Give Reasons)		Remarks by the Institute Engineer	

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