



CONSTRUCTION & MAINTENANCE SECTION

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

TYPE OF JOB (Please give enough details)

LOCATION					
MOBILE NO.					
Name	Designation	Department	Signature with date		
Feedback	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5

Notes: Regarding jobs for the building in the University, 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 University Engineer