



राष्ट्रीय प्रौद्योगिकी संस्थान पुदुच्चेरी

थिरुवेत्ताकुडी, कारैक्कल- 609 609

NATIONAL INSTITUTE OF TECHNOLOGY PUDUCHERRY

Thiruvettakudy, Karaikal - 609 609

REQUISITION FOR MINOR REPAIR / MAINTENANCE WORKS FOR INSTITUTE PREMISES

| | |
|--|---|
| Name of the Faculty / Staff: | |
| Department & Designation | |
| Location (Department/Section) | |
| Campus & Room No. | |
| Nature of work required to be done | |
| DATE : | SIGNATURE OF FACULTY / STAFF |
| SIGNATURE OF HOD / SECTION OFFICER | |
| A report of Junior Engineer on the Matter: | |
| Officer i/c (Estate) | |
| Submitted for Administrative Approval | |
| O/o Registrar | |
| Report of action taken: | |
| Sign of Officer/In-Charge | Signature of the Complainer (Faculty/Staff) |

Details requirement for the completion of Work

Bill No:

Stock Entry particulars:

Faculty In charge (Store):

Submitted for the adjustment of advance/ Imprest advance please:

Cash paid by me (Particulars Enclosed):

Signature of the Advance/ Imprest Holder

Submitted to O/o of Registrar