



राष्ट्रीय प्रौद्योगिकी संस्थान पुदुच्चेरी
नेहरू नगर, कारैक्काल- 609 605
NATIONAL INSTITUTE OF TECHNOLOGY PUDUCHERRY
Nehru Nagar, Karaikal – 609 605

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