


**THAPAR UNIVERSITY, PATIALA**
**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)

<b>LOCATION</b>	

DETAILS OF THE PERSON MAKING REQUEST			
Name	Designation	Department	Signature with date

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 (Give Reasons)</b>	<b>Attended/Not Attended</b>	<b>Remarks by the University Engineer</b>	

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