



**School of Planning and Architecture, Bhopal**  
**योजना एवं वास्तुकला विद्यालय भोपाल**  
(An Institution of National Importance of Ministry of Education, Govt. of India)  
(राष्ट्रीय महत्व का संस्थान, शिक्षा मंत्रालय, भारत सरकार)

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**Form-1: Request Form for Security and Housekeeping Arrangement**

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1. **Name of the Department/Section:**

2. **Type of Service Requested:**

Security     Housekeeping     Both     Other (Specify): \_\_\_\_\_

3. **Name of Event (if applicable):**

4. **Date of Event:**

5. **Time and Venue of Event:**

6. **Name & Signature of Requester:**

7. **Date of Request:**

*The completed form should be submitted to the Maintenance Office at least **one week prior** to the event date. For any queries, please contact the Maintenance Office.*

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**For Official Use Only**

Forwarded by (HoD/Dean/Competent Authority):

Remarks:

**AD (P&D-Mtc.) / AD (P&D-Estate & Security) / Dean (P&D)**

Action taken by concerned officer:

(Signature of Concerned Officer)

**Dean (P&D)**