



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)

Form-2: Request Form for Maintenance Work

No. _____ Date: _____

1. **Name of the Requester:**

2. **House/Quarter No.:**

3. **Type of Work Requested:**

Electrical Civil Both

4. **Brief Description of Work Required:**

Signature of Requester
Date

*Please submit the completed form to the Maintenance Office at least **one week in advance**.*

For Official Use Only

Request received and forwarded to: _____ for necessary action

JA (Maintenance)

Description of work and estimated expenditure:
(If required, Please enclosed separate sheet)

Signature of Concerned Officer

Associate Dean (P&D-Mtc./E&S)

Dean (P&D)