



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 B: Request Form for Maintenance Work for Offices

Complaint No. _____ Date: _____

1. **Name of the Office:**

2. **Cabin No./ Common Area:**

3. **Type of Work Requested:**

Electrical Civil Other (Specify): _____

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

Signature of Office Bearer

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)

Inspection Report and Material Issue Form
(If required, Please enclosed separate sheet)

Signature of Technician

JE (CIVIL)

JE Electrical

AEPO

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

Dean (P&D)