



राष्ट्रीय प्रौद्योगिकी संस्थान मिजोरम
NATIONAL INSTITUTE OF TECHNOLOGY MIZORAM
(An Institution of National Importance under the Ministry of Education, Govt. of India)
CHALTLANG, AIZAWL, MIZORAM - 796012

ESTATE MAINTENANCE- REQUISITION/ REQUEST FORM

1 NAME OF REQUISITIONER/ REQUESTEE : _____

2 DEPARTMENT/ SECTION : _____

3 MOBILE NO./ EMAIL ID : _____ / _____

4 DATE OF SUBMISSION OF REQUEST : ____/____/____

5 FORWARDED BY - HoD. Deptt. of _____
NAME OF DEPARTMENT/ SECTION

- i/c _____
NAME OF BUILDING/ PROGRAMME/ DUTY

- Warden _____
NAME OF HOSTEL

6 PLACE OF REPAIR / MAINTENANCE : _____
(NAME OF BUILDING/ BLOCK/FLOOR)

7 TYPE OF WORK - CIVIL ELECTRICAL
- RENOVATION REMODELLING MAINTENANCE

8 PRIORITY REQUESTED - ROUTINE EMERGENCY

9 REASON FOR PRIORITY ASKED : _____

10 DESCRIPTION OF WORK (Attach sketch/ documents/ photos for elucidation if necessary)

Submitted To:

Dean, Planning & Development

Submitted By:

SIGNATURE

REQUISITION NUMBER (TO BE FILLED IN BY ESTATE OFFICE)