



ENGINEERING SECTION

No. _____

Date: __/__/__

REQUISITION FOR CIVIL WORKS

Department / Section / Staff Quarter _____

I hereby request the Engineering Section to kindly arrange to repair / provide the items given below:

1	
2	
3	
4	
5	

Signature : _____

Section/ Department Head / Staff Quarter

Cell No.

The above works have been completed satisfactorily

Signature : _____ Name: _____

OFFICE USE _____

The above mentioned works have been completed. Item(s) used have been entered into the stock register.

Dealing Assistant

Junior Engineer(Electrical)

ENGINEERING SECTION

No. _____

Date: __/__/__

REQUISITION FOR ELECTRICAL WORKS

Department / Section / Staff Quarter _____

I hereby request the Engineering Section to kindly arrange to repair / provide the items given below:

1	
2	
3	
4	
5	

Signature: _____

Section/ Department Head / Staff Quarter

Cell No.

The above works have been completed satisfactorily

Signature : _____ Name: _____

OFFICE USE _____

The above mentioned works have been completed. Item(s) used have been entered into Stock Register

Dealing Assistant

Junior Engineer(Electrical)