



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

Assistant Engineer (Civil)



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 the stock register.

Dealing Assistant

Assistant Engineer (Electrical)