**Jaypee Univeristy of Information Technology, Waknaghat Solan H.P**

**CONSTRUCTION & MAINTENANCE SECTION**

REQUEST FOR REPAIR/ MODIFICATION/ADDITION-JOBS FOR THE BUILDINGS IN THE UNIVERSITY/RESIDENTIAL AREAS / HOSTELS

TYPE OF JOB (Please give enough details)

|  |
| --- |
|  |
| **LOCATION** |  |
| **MOBILE NO.** |  |
| **Name** | Designation | Department | Signature with date |
|  |  |  |  |
| **Feedback** |   **1 2 3 4 5** |

Note: Regarding jobs for the building in the University, the request should be sent through Head of

 Department Warden etc

***FOR OFFICE USE ONLY***

|  |  |  |  |
| --- | --- | --- | --- |
| **S.N. in the Register** | **Date of Receipt of Request** | **Job Assigned to (Name of J.E.-in-charge** | **Job completed on date** |
|  |  |  |  |
| **Material Used** | **Complaint- Attended by** |
|  |  |
| **Complaint Attended/ Not Attended (Give Reasons)** | **Remarks by the University Engineer** |
|  |  |