

REGIONAL INSTITUTE OF EDUCATION, MYSORE-570 006

No.

Requisition for maintenance/repair work of staff quarters/
Hostels/School/Institute buildings

-
1. Name of Officer requesting :
 2. Department/Office :
 3. Nature of work :
 4. Quarter No./Name of Hostel :
And Room No./Name of the
Building

Date:

Signature of the person

FOR STORES USE ONLY

Date:

1. Report of Maintenance section.

2. <u>Materials required</u>	<u>Make</u>	<u>Quantity</u>
a)		
b)		
c)		
d)		
e)		
f)		
g)		

Received the above materials on _____

Signature of section worker

Job Completion Report

The work as requisitioned in the form has been
completed and satisfactory.

Signature of the Requisitioner

Date: