

**ENGINEERING SECTION
WORK REQUEST FORM (CIVIL / ELECTRICAL)**

A. INDENTER DETAILS

Indenter Name		Date	
EID		Designation	
Dept. / Section		Contact Email	
Contact Mobile No.		Type of Work	☐ Civil ☐ Electrical
Exact Location / Building & Room			
Type of lab	☐ Dept. Lab ☐ Research Lab ☐ Others		
Nature of Work	☐ New Work ☐ Addition / Alteration ☐ Renovation ☐ Repair ☐ Replacement ☐ Maintenance		
Purpose / Justification			
Funding / Budget Details	Budget Head: Institute / Project Fund (if project fund provide the details) _____		

B. DETAILED SCOPE / SPECIFICATION OF WORK

S. N.	Description of Work with Specifications (Attach separate sheet / detailed Layout drawing/detailed requirement)	Qty

Note: 1. For tables, chairs, curtains, foot mats and other special equipment are not provided through the Engg Section. For such items, a separate Purchase Indent Form is available with the Purchase Section.

2. Attach a detailed layout drawing duly signed by the Indenter and the Head of the Dept.

Signature of Indenter

Head of the Department

Section Head / Registrar

ESTIMATE BY THE ENGINEERING SECTION

C. ROUGH COST ESTIMATE / TECHNICAL ASSESSMENT:

S. N.	Description of work with specifications	Qty	Unit	Rate (Rs.)	Amount (Rs.)
Subtotal Rough Civil Estimated Amount					
Subtotal Rough Electrical Estimated Amount					
Total Rough Estimated Amount					

Engineer-In-Charge (Electrical)

Engineer-In-Charge (Civil)

Recommended / Not recommended

Registrar

Note: The above approval is only in principle. Upon approval in principle, the Engineering Section will prepare the detailed estimate and process the file in accordance with the prescribed procedure and obtain final approval from the Competent Authority before taking further action.