

REQUISITION PERFORMA FOR REPAIR & MAINTENANCE

Concerned Department No: _____ Date: _____

Name of Concerned Department: _____ contact details _____

Item/Vehicle /Bike/Equipment /Machinery/Civil Works etc. particulars _____
in warranty or not _____ Negligence Involved (Yes / NO), If Yes (Attach rectification
evidence) Detail of Repair & Maintenance Work _____

Previous Repair/Maintenance history (attach copy): Date of last work _____

Stock register and history sheet No- _____ Page No _____

Departmental Nominee _____ Nature of work: Urgent (Give Reason) / Normal _____

Concerned departmental person for look after at site with contact number _____

Name and signature of requisitioner

Name and signature of HOD

Repair and Maintenance Committee No: _____ Date: _____

Budget Head: _____ Budget Detail (available or not) _____

Committee recommendation (Approved or not with reason) _____

Estimated Cost (Rs.) inclusive taxes _____

Name	Committee Portfolio	Signature	Remarks
Dr. Fazal Wadood	Convener		
Dr Shaukat Hussain Munawar	Member		
Mr. Muhammad Naeem Shahid	Member		
Mr. Muhammad Kaleem	Member		
Mr. Muhammad Usman	Member/Secretary		
	Departmental Nominee (if Any)		

Approval of Worthy Vice Chancellor