

**SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES AND TECHNOLOGY,
THIRUVANANTHAPURAM – 695 011.**

CONSTRUCTION WING
Request for petty works in Civil/ plumbing/Carpentry works
(To be submitted to the Assistant Engineer (Civil))

A. Repair demand/Minor works request: **Job No.** C/ _____ / 201_
Hospital/Kumarapuram Quarters; _____ Ward/ Quarter No. ; - _____

Contact Telephone No. ; - _____

B. Repair/Minor works required: (fill complaints here)

Remarks & signature of the HOD/Occupant _____ **(Date: _____)**

Availability of the place for inspection/ repair (Date & Time): (Give two alternatives)

a) at.....on.....

b) at.....on.....

c) at.....on.....

(For Office Use)

C. Estimated cost for carrying out the work by petty contract would be Rs. _____

Technical Assistant / Assistant Engineer

Approved by

Assistant Engineer (Civil) / Construction Engineer

D. Work completed satisfactorily (certified by the originator):

Signature _____ Designation _____ Date: / /

E. Actual cost as recorded in MB.No: _____ Page _____ is Rs. _____

Assistant Engineer (Civil)