

**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. M. Yasir Waqas	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**