



**Vidarbha Youth Welfare Society's**  
**Prof. Ram Meghe College of Engineering & Management**  
New Express Highway, Prof Ram Meghe Square,  
BADNERA-AMRAVATI

**Requisition Form**

Requisition No-A/B/M-\_\_\_\_\_

To,  
The Principal

Subject: Requisition for Amenities /Buiding Work/ Maintenance

R/sir,

I / We kindly request you to make suitable arrangement for following work / material / services etc.

1	Name of Department	CIVIL / EE / EXTC / CSE / FYBE / PG/LIB/_____	
2	Description of Work (Please write in simple sentences or write in Marathi)		
3	Location details (Where work is require to be carried out, place, room, floor etc.)		
4	Concern Faculty Name	Prof.	
5	Mobile No.	e-mail address:	
6	Purpose of work		
7	Drawing details if any .	Tentative Drawing is shown on back side	
8	Quantity / Measurement etc.if any		
9	Date of request		
<b>Name &amp; Sign Requester / Faculty</b>		<b>Name &amp; Sign Dept. Maintenance Incharge</b>	<b>Signarure of HOD</b>
<b>FOR OFFICE USE ONLY</b>			
1	Work assigned to:		
2	Aprox. Cost require:		
3	Remark if any:		

**Signature  
Cell Coordinator**

**Signature  
Principal**