

**ENGINEERING SERVICES DEPARTMENT
Requisition Form**

No.

(To be filled by the ESD)

SHORT TITLE: (To be filled by the ESD) _____
(Submit a letter detailing the required work to the ESD)

Requisitioning Officer/Faculty _____ Sign _____

Date of Receipt

(To be filled by the ESD)

HOD (Chairperson if external area)
SIGNATURE AND STAMP

Center Chief if Applicable
SIGNATURE AND STAMP

(Do not write below this line)

Date of End User Dept Briefing _____

Name of JE _____

Date of Estimate Schedule ready _____

Sign of JE _____

Proposal vetting completed date _____

Sign of AE _____

Civil

Electrical

AC

ARM (After ASW/Circle) Date _____

Sign of EE _____

EAC Agenda Ready Date _____

Sign of EE/SE _____

Date of EAC Meeting.

OK Resubmit

EAC Minutes Final Approval Date _____

Financial Approval Submission date _____

OK Resubmit

FINANCIAL APPROVAL DATE

ADMIN APPROVAL DATE

TENDER NIT UPLOAD DATE

DATE OF TENDER LOI AWARD

ACTUAL DATE OF STARTING WORK

ACTUAL DATE OF COMPLETION OF WORK

(End user satisfactory letter to be attached)

SIGNATURE OF USER DEPARTMENT AFTER COMPLETION OF WORK