CE VII

Ref No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To,

 The Executive Engineer,

 NIT Meghalaya

**Subject: Requisition of Civil/ Electrical works in the Department of Civil Engineering**

Sir,

 With reference to the subject, I, the undersigned would like to request for the following Civil/Electrical works:

|  |  |
| --- | --- |
| **Sl no** | **Description of the work** |
|  |  |

**Location of the work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Put up for your kind consideration and approval please.

Technical Assistant

Lab in charge

HoD, CE

Executive Engineer