

# Indian Institute of Information Technology, Allahabad

(Devghat, Jhalwa, Allahabad)

## Facilities Maintenance Request Slip

Complaint Date : .....

No.....

- 1) Name of Alottee : \_\_\_\_\_
- 2) Accommodation No. \_\_\_\_\_
- 3) Nature of Complaint: Electrical/Plumbing & Sanitary/Carpentry/Masonry/Others (Pl. Specify)
- 4) Complaint Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Alottee/Representative

Complaint Attended by :

\_\_\_\_\_  
(To be Deputed by JE)

Items Consumed :	<u>Name</u>	<u>Quantity</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

\_\_\_\_\_  
Signature of Workman

Comments of Licensee / Allottee:

- 1) Certified that items as above have been used for rectification of above complaint.
- 2) Problem rectified satisfactorily/ NOT satisfactorily.
- 3) Problems could not be rectified for want of specific materials.
- 4) Items which seem to be required.

<u>Item Name</u>	<u>Quantity</u>
1. _____	_____
2. _____	_____
3. _____	_____

\_\_\_\_\_  
Signature of Alottee / Licensee  
Representative

Items Indented on..... /supplied from stores \_\_\_\_\_ by JE.

\_\_\_\_\_  
Signature of JE

### Complaint Slip Counterfoil

(To be signed by JE / Representative & returned to complainant)

No.....

Received Maintenance Request Slip No. .... dated..... from Dr./Mr./Ms.....  
..... (Name of Alottee/representative) for Electrical / Plumbing & Sanitary / Carpentry /  
Masonry / Other work.

\_\_\_\_\_  
JE / Representative