



BIRLA INSTITUTE OF TECHNOLOGY

MESRA, LALPUR CENTRE RANCHI - 834001

Requisition Form

Full Name:- _____

Department:- _____

Place where required:- _____

Date of Request:- _____

Select Panels to Order:

- Almirah
- Chair/Table
- Ceiling Fan/Wall Fan
- Curtain/Blind
- Led Bulb/Light
- Painting & Other Maintenance

Remarks:- _____

Date:-

Signature of Requester

For Office Use Only

Date Reviewed _____ Priority Assigned _____

Authorised By _____ Director I/C _____

Comments _____

Work Assigned to _____ Signature _____

Date _____

Work Completed by _____ Signature of Requester _____

Date _____