



PASSCO

WORKS WING REQUISITION SLIP/PROFORMA

REPAIR/MAINTENANCE/PETTY WORK – PASSCO PLAZA

Upto to the amount of Rs.5000/- (per job)

1. **Nature of Work:** _____

2. **Reported by:** a. Name: _____

b. Desig: _____

c. Deptt: _____

d. Contact/Extension _____

3. **Recommendation of concerned GM:** _____

4. **Action by Works Wing:**

a. Repairable, Replacement, New, Purchase, Outsource

b. Approximate Cost _____

c. Time required for completion _____

d. Work assigned to _____

5. **Recommended by GM(HR):** _____

6. **Approved by MD:** _____

7. **Remarks on completion report:** Complainer _____

DGM(Works) _____

8. **GM(F&A) for reimbursement:** _____

9. **File:** _____