

(An Autonomous Institution Under MoE, Government of India)  
Melakkottaiyur, Off Vandalur-Kelambakkam Road, Chennai – 600127, Tamil Nadu.  
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**ENGINEERING UNIT - WORK INDENT/REQUEST FORM (CIVIL/ELECTRICAL)**

Indenter Name:  ID No:  Date:   
Email:  Section:

Type of Work: Civil / Electrical

S. No	Description of Work with specifications (If required attach separate sheet and Drawings)	Quantity

NOTE: For curtains, foot mats, and routine items, requests may be raised directly to the Purchase section.

Signature of Indenter

Head of the Department

**ESTATE SECTION**

Estimated Cost:

S. No	Description of Work with specifications (If required attach separate sheet)	Quantity	Unit Cost	Total Cost

Recommended / Not Recommended:

Engineer-In-Charge (JE/AE/AEE)

Section In-charge