

Forwarded

For Department of _____

The Principal
Dinabandhu Andrews College
Kolkata 84

Sub.: Request for issuance of work order by the Principal

Sir,

This is for your kind information that the following work (Repair works/Renovation works/Masonry works/Electrical works/Plumbing works/Painting works/Miscellaneous works) will have to be done on an emergency basis. An amount of Rs. _____ (approx) will have to be incurred to complete the job under reference.

Under the circumstances I request you to kindly issue necessary permission for undertaking the work under reference as per college rules.

Thanking you.

