

APPLICATION FOR TECHNICAL SERVICE IN MBBS HOSTEL

To

Date :

The Assistant Engineer (Civil/Electrical)

Office of WBMSCL

Jhargram Government Medical College & Hospital

Jhargram

[Subject : Requirement of civil/electrical service in room no ____ of MBBS
Girls/Boys hostel]

Sir,

I, am a boarder of MBBS _____ (Girls'/Boys) Hostel of this institution. I require help from your office for repairing of (write down the problem) :-

The technical personnel, sent by your office, will be attended by myself, or, in case of my absence, the key of my room will be entrusted to _____, boarder of room no _____, phone no _____, or, the security personnel.

Thanking you,

Yours faithfully,

Full Signature of student:

Name of the student :

Room number: of Girls'/Boys' hostel

Batch ;

Contact No –

N.B

- The technical staff must be attended by the student herself/himself during his room visit for the service.
- In case of absence of the applicant, a roommate / a friend who has a seat in the same hostel building/ a security personnel of the same building must be entrusted by the applicant with the duplicate key of the room to provide access to the mechanical person.
- The technical personnel is advised to bring a copy of this application letter with him during his visit for security purpose

