

Date: -

To
The Director (Works)
Gautama Buddha University

Sir,

Please find the details of complaints regarding civil/electrical maintenance of the building as details given below.

Sl. No.	Name of Building/ Premises	Location of the Job/Work	Brief Description of the Complaint	Name and mobile no of the person to be contacted	Suitable time

* Separate proforma should be used for Civil/Electrical or AC work/job.

Reference of previous complaint if any-

Signature

Name of the Person -----

Address -----

Mob. No.:-----

Telephone Extension No. :-----