

APPLICATION FOR TECHNICAL SERVICE IN MBBS HOSTEL

To

The Engineer

Office of WBMSCL

Jhargram Government Medical College & Hospital

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 / security personnel must be entrusted by the applicant with the duplicate key of the room to provide access to the mechanical person.