

## **CIRCULAR**

File No. SASD#4/Misc./2015/civil

Date 08/04/2015

### **Sub: Misc. Repair Works in Colony.**

The miscellaneous repair works are to be taken up in the NPL Colony. All residents are requested to submit their requirement of repair works in their houses, within 15 days, the office in colony.

The repair works will include broadly:

1. Replacement of unserviceable door/window shutters, cupboards.
2. Replacement of broken window panes.
3. Repair of plaster/paint, plinth protection, floor etc.
4. Requirement of loft shutter in bed rooms.
5. Repair/replacement of sanitary fitting/fixtures.

The requirement is to be submitted in detail including specific location of the item.

The requirement will exclude the following broadly:-

1. Up-gradation/new work, including replacement of floor, kitchen counter etc.
2. Fixing of tiles in place of existing finishes.

**R. K. Bindal**  
**Sr. S.E & Head SASD#4**

Copy to:-

1. All HOD Sections Heads, DU Heads. - with request for wide circulations.
2. CCF with request to display on intranet.
3. Sh Rambir Singh, A.E.E. – To keep the record.
4. Notice Board Colony & Campus.
5. Office Copy