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**Central Workshop - Job Order Form (For Internal and External users)**

**(**The form needs to be submitted to Central workshop at least 15 days in advance of the proposed start date**)**

Name of Indenter(s)……………… …………………......................................................................Date: ……................................

Roll no(s)/PF no(s).………………..…………………………..Designation:………………………Student……………………….

\*Encircle Category: B. Tech Project, M. Tech Project, **Ph.D. Project**, Research/Sponsored Project, and External work

Agency Name (If External) ……………………………………………………………………………………………………………

Brief description of the job (Title)…………………………………………………………………………………………………….

………………………………………………………………………………………………………………………………………….

Job information in terms of Drawing/Sketch/Any other description (**To be supplied by the indenter in separate enclosure**)

Machine(s)/tool(s) to be used (Encircle whichever is applicable):

(i) Conventional Lathe/Conventional Milling/Drilling/Shaper/Grinder/Fitting work

(ii) Gas welding & Arc welding

Machine Details:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S.N. | Detail of Material Issued (with size) | Material to  Be issued by | Experiment Performed | Date | Duration | Signature |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |

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| --- |
| Total Cost: Rs. Name of the Mentor:  Source of Fund:  Signature of the Indenter: Signature of the Mentor: |
| Name of the Workshop In-charge: ………………………… Signature: ………………………………………. Date: ……………. |
| Name (Job done by): ………………………………………. Date of start:……………………….  Signature:………………. Date:…………………………… Date of completion: ………………… |