



Central Workshop Indian Institute of Technology Jammu, J&K-181221

(Work Request Form)

To be filled by concerned authority of users with Signature, Name, Seal and phone no.

Department:

Work Description (Drawings should be attached separately):			Quantity
This work is required for:	Students Project	Sponsored Project	Dep. Maintenance
If Work is for IC&SR, Sponsored project Name:		Approval No.	Date
Note: (1) Material(s) and Drawings should be supplied along with Work request. (2) If Materials/drawings are not provided in specified time, Job will be automatically cancelled. (3) If specific tolerance is not mentioned in the drawings, it will be treated as per ISI Standard.		Student/ Employee Name(s)/Any Other	
		Roll No(s)/ Employee ID	
		Mobile Number(s) & email ID	
		Signature of Student/Employee	
		Signature of HoD/Guide	

Signature:
(FIC-Central Workshop)

For CWS use only

Work Request No.		Work Category	
Received Date:		Exp. Delivery Date:	

Sr. No.	Process	Started on (Date)	Finished on (Date)	Work Carried By
1				
2				
3				
4				

Inspection By:		Remarks:	Accepted/Rejected
Customer Signature with acceptance and receipt of Job		Sign.(OIC-Central Workshop)	