



GIRIJANANDA CHOWDHURY UNIVERSITY

WORK ORDER FORM

- 1. Name of the Indenter : _____
- 2. Designation : _____
- 3. Roll No/ Employee Code (if any) : _____
- 4. Project No (if any) : _____
- 5. Department / Centre / Other : _____
- 6. Name & address of the Institute/Organization : _____
- 7. Contact No. & E-mail id : _____
- 8. Name of the Shop / Laboratory where to accomplish the work : _____
- 9. Material required : (Yes/No) : _____
- 10.Amount/Specification of the material required : _____

11.Tentative time required the work Starting Date and time Completion Date and time

- 12.This work is required for (Tick the appropriate category)
- i) Students Project
 - ii) Sponsored Project
 - iii) Consultancy Project
 - iv) Others

If others, specify

Brief description of Work (Drawings both hard copy and hard copy Should be Attached Separately)	Qty	Remarks

14. Facility Required

Student / Indenter Signature

Supervisor Signature

FOR LABORATORY USE

Work Order Number : _____

Date: ___/___/_____

Details of Instructor

1. Name : _____

2. Emp. ID : _____

Estimated Cost:

Sl. No	University Overhead/ Corpus	Material Cost	Operator Cost	Machine Running Cost	Other Charges	Total

** If required a separate sheet may be attached with proper break-ups.*

Recommendation/Remark

Faculty in Charge

Recommendation/Remark

HOD

(If non zero cost)

Recommendation/Remark

Director, R&D

(Cost to be borne by indenter/may be done free of charge)

Instructions:

1. The work order form will have to follow the proper channel. It is to be recommended by the concerned authority and approved by the HOD.
2. Proper drawing of the job is required to be attached along with the work order.
3. Materials, consumables etc. to be supplied along with work order.
4. Separate work order forms to be filled for each section.
5. Payments, if any, to be made and receipt copy submitted before starting of the work.