## WORK ORDER FORM

To be filled by Concerned authority with Signature, Name, seal and phone no.

### Dept./Shops/Labs

<table>
<thead>
<tr>
<th>Work description (2 sets of Drawings should be attached separately)</th>
<th>Quantity</th>
</tr>
</thead>
</table>

This work is required for

- Students projects
- Sponsored project
- Consultancy Project
- Any other

Note:

1. Materials, Drawings to be supplied along with Work order
2. If materials/drawings are not provided in specified time, work order will be automatically cancelled
3. If specific tolerance/allowance are not mentioned, it will be treated as per ISI Standards

Person to be contacted for clarifications

Phone no.

Sign. Of HOD/Guide. date

Special tool/requirement if required:

Work shop I/C sign. For approval

### Process details for CWS use only

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Process</th>
<th>Section</th>
<th>Started Date/time</th>
<th>Finished Date/time</th>
<th>Sign. of Section I/C</th>
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