Indian Institute of Technology Kanpur
Scientific Glassware Fabrication &
Special Water Facility
Indent and Work Order Form
(SGF & SWF Phone 7296/6874)

Date: ........................................

Indenting Department/Section: .................................................................

PLEASE DO THE FOLLOWING WORK: .................................................................

☐ I am supplying a SKETCH in a separate sheet
☐ I am supplying the following material: .................................................................

☐ The following MATERIAL in needed for the job

☐ Institute work  ☐ Department work  ☐ Scheme work  ☐ Private work

Indentor's Name: ........................................................................................................
(Capital letters)

Phone No: ........................................

Approved by: ........................................................................................................
(Head of the Department/guide)

SGF & SWF W/O Number: .................................................................

Job assigned to: ........................................................................................................
On (date): ........................................

Job completed on: ....................................................................................................
Approved by: ........................................................................................................

Material consumed: ....................................................................................................

............................................................................................................................

Completed job Received by: .................................................................

Signature: .................................................................

NOTE
Apparatus sent for repairs should be thoroughly cleaned and dried.
Job orders are accepted between: 2:30 p.m. to 3:30 p.m.