

INDIAN INSTITUTE OF TECHNOLOGY KANPUR
SCIENTIFIC GLASSWARE FABRICATION & SPECIAL WATER FACILITY
 INDENT AND WORK ORDER FORM
 (SGF & SWF Phone 7296/ 6874) **Date:**

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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

Indenting Department/Section.....
 PLEASE DO THE FOLLOWING WORK.....

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

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

The following MATERIAL is needed for.

The following MATERIAL is needed for.

<input type="checkbox"/> Institute work	<input type="checkbox"/> Department work	<input type="checkbox"/> Scheme work	<input type="checkbox"/> Private work
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<input type="checkbox"/> Institute work	<input type="checkbox"/> Department work	<input type="checkbox"/> Scheme work	<input type="checkbox"/> Private work
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INDENTOR'S Name (Capital).....
 Phone No.....
 APPROVED BY.....
(Head of the Department/guide name)

INDENTOR'S Name (Capital).....
 Phone No.....
 APPROVED BY.....
(Head of the Department/guide name)

SGF & SWF W/O Number:	
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SGF & SWF W/O Number:	
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Job assigned to.....On. (Date).....
 Job completed on.....Approved by.....
 Material. Consumed.....

Job assigned to.....On. (Date).....
 Job completed on.....Approved by.....
 Material. Consumed.....

Completed job received by signature

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.

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