



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..... |
| <input type="checkbox"/> I am supplying a SKETCH in a separate sheet <input type="checkbox"/> I am supplying the following material..... |
| <input type="checkbox"/> The following MATERIAL in needed for the job |
| <input type="checkbox"/> Institute work <input type="checkbox"/> Department work <input type="checkbox"/> Scheme work <input type="checkbox"/> Private work |

INDENTOR'S Name.....
 (Capital letters)

Phone No.....

APPROVED BY.....
 (Head of the Department/guide name)

| | |
|---------------------------------------|--|
| SGF & SWF W/O Number | <input style="width: 90%; height: 20px;" type="text"/> |
| Job assigned to.....On (date)..... | |
| Job completed on.....Approved by..... | |
| Material consumed..... | |

Completed job Received by

Signature

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