



**Center of Excellence in Gear Engineering (CEGE)**  
**Discipline of Mechanical Engineering**  
**Indian Institute of Technology Indore**



**Work Request Form**

Date: \_\_\_\_\_

Sr. No.: IITI/ME/AMPL/2023-24/ \_\_\_\_\_

Name of the Requester: \_\_\_\_\_

Institute/ Department / Section/ Designation: \_\_\_\_\_

Contact no. and Email ID: \_\_\_\_\_

Roll Number/Employee Code: \_\_\_\_\_

**Purpose:** UG Teaching/ PG Research/ PhD thesis work /BTP/ Sponsored Project/ Consultancy/ others  
(Please specify): \_\_\_\_\_

Category of the requester: (a) Internal (IIT Indore)  (b) External (outside IIT Indore)

**Complete Details of the Work Requested**

Complete Description of work to be done (Providing details about work material, manufacturing process used, dimensions, surface roughness value, dimensional and geometric tolerance and drawing is MUST before proceeding the desired work)	Quantity	Remark
Work material: Geometry to be manufactured/measured: Dimensions: Hardness (approx.): Anticipated dimensional tolerance: Anticipated surface roughness value: Any other relevant information which might be useful in completing the task:  (Please use additional sheet for providing the drawing of the part)		

**Information to be provided by the Staff of the CEGE**

Machine or Equipment (Please choose the intended machine or equipment for your work)	Operating Cost Including Available Essential Consumables <b>Excluding GST</b> (INR) (Please choose applicable category)			Name of the Assigned Lab Staff	Details and Cost of the Additional Tools and Consumables	Estimated Total Time Required (Hours)	Estimated Total Cost (INR)
	For students of IIT Indore <input type="checkbox"/>	For other Academic and R & D Organizations <input type="checkbox"/>	For Industries <input type="checkbox"/>				
<input type="checkbox"/> 3D Surface Roughness Measuring-cum-Contour Tracing Equipment	1,000/ sq. mm scanning area	1,500/ sq. mm scanning area	2,000/ sq. mm scanning area				
<input type="checkbox"/> CNC WEDM* [SprintCut]	1,000/hr.	1,250/hr.	1,500/hr.				
<input type="checkbox"/> Gear Noise and Vibration Analyzer	1,000/test	1,500/ test	2,000/test				
<input type="checkbox"/> Dual Flank Roll Tester	500/test	800/test	1,000/test				
<input type="checkbox"/> Straight Bevel Gear Cutter®	800/hr.	1,000/ hr.	1,200/hr.				
<input type="checkbox"/> Gear Hobbing Machine	500/hr.	800/hr.	1,000/hr.				
<input type="checkbox"/> CNC Gear Metrology M/c	1,000/ gear	1,500/ gear	2,000/gear				
<input type="checkbox"/> Manual Gear Metrology M/c	500/ gear	750/ gear	1,000/ gear				

<input type="checkbox"/> Optical Surface Profiler	500/sample	800/sample	1,000/sample				
<input type="checkbox"/> Coordinate Measuring M/C	800 perhr.	1,000 per hr.	1,200 perhr.				
<input type="checkbox"/> Contour Tracer (CV800)	1,000/sample	1,250/sample	1,500/ sample				
<input type="checkbox"/> Toolmaker's Microscope	300/sample	500/sample	700/sample				
<input type="checkbox"/> Automated 2D-Height Gauge	500/sample	700/sample	1,000/sample				
<input type="checkbox"/> Automated Geometrical Tolerance Measuring Equipment (MarForm)	800/sample	1,000/ sample	1,300/sample				
<input type="checkbox"/> Optical Microscope	500/sample	800/sample	1000/sample				
<input type="checkbox"/> CNC WEDM [EcoCut]	800/hr	1,000 per hr	1,200/hr				
<input type="checkbox"/> CNC EDM [smart CNC]	800/hr	1,000 per hr	1,200/hr				
<input type="checkbox"/> CNC Milling [emcoMILL]	800/hr	1,000/hr	1,200/hr				
<input type="checkbox"/> CNC Turning [emcoTURN]	800/ hr	1,000 per hr	1,200/hr				
<input type="checkbox"/> CNC $\mu$ -machining Center	1,500/hr	2,000 per hr	2,500/hr				
<input type="checkbox"/> 3D-Printing Machine	1,000/hr	1,500 per hr	2,000/hr				
<input type="checkbox"/> Machinery Fault Simulator	1,000 perhr.	2,000 per hr.	3,000/hr.				
<b>Estimated Grand Total (INR)</b>							

\* Has capability to machine inclined surfaces with inclination angle  $\pm 30$  degrees.

**Important Note:** Completion of the requested work, actual operation time and actual cost can vary from the estimated time and estimated cost due to nature of work material, constraints on resources (power source, AC, breakage of tools or probes, internet, etc.), criticality of work, manpower availability, queue of previous requests, and machine downtime.

**Requirement of consumable items (only for the requesters of IIT Indore):**

S. No.	Name of the consumable item	Quantity	Remark

Name and Signature of the Staff Member of CEGE with Date: \_\_\_\_\_

Status of the consumable items: 1. Provided  2. Not provided


	Requester	Recommending Authority	HOD
Signature			
Name			
Date			
Remark			

For external (outside IIT Indore) users only-

**Please transfer an amount of Rs. \_\_\_\_\_ /- in the ledger account of DST-FIST  
CEGE from the fund source mentioned above.**

Fund Source: Departmental/Project/Other: \_\_\_\_\_

Name, Signature and Designation of the Approving Authority (HoD/ PV/ Other) with  
Date \_\_\_\_\_

Details of the payment				
Account details from which the payment made		Account details in which the payment credited		QR code
Account name		Account name	IIT Indore Project and Consultancy A/C	 INDIAN INSTITUTE OF TECHNOLOGY INDORE 108864527027440@cnrb
Bank Name and branch		Bank Name and branch	Canara Bank, IIT Simrol	
Account no.		Account no.	1476101027440	
IFSC code		IFSC code	CNRB0006223	

Transaction ID and date of the online payment: \_\_\_\_\_

Signature of the requester with date

Remarks and Approval by the Coordinator, DST-FIST CEGE with Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Details of the Work Done**

Request Submission Date	Work Completion Date	Machine(s)/ Equipment Used	Actual Total Time (Hours)	Total Cost (INR)	Signature of Requester with date	Signature of the Operator with date	Signature of the Staff with date
<b>Total amount paid (INR)</b>							