



INDIAN INSTITUTE OF TECHNOLOGY INDORE
Central Workshop
WORK REQUEST FORM

| | |
|--------------------------------------|--|
| For Central Workshop use only | |
| Work order no. | |
| Date | |

Requester name: _____

Designation _____ **Department / Section/ Center:** _____

Employee Code/ Roll Number: _____ **Contact no.** _____ **Email** _____

Funding Source: _____

Purpose of the project:

1. UG/PG Teaching 2. PG Research 3. BTP 4.Sponsored Project 5.Consultancy 6. Other _____

** For IIT Indore Community: All the consumables (such as raw material, gas, cutting tools etc.) are to be provided by the requester.*

Others: All the consumables can either be provided by the requester or can be arranged by the workshop depending upon the nature of work/Project.

DETAILS OF THE WORK REQUESTED

| Brief Description of the work | |
|--|---|
| Detailed description with the well explained diagrams to be attached with this form. | (1) Materials, Drawings, Consumables to be supplied by requester along with Work order. (2) If Materials/drawings/ Consumables are not provided in specified time, Job will be automatically cancelled. (3) The Work Request order form will have to follow the proper channel. It is to be recommended by the concerned authority (even if it is project related) and approved by in-charge, workshop. (4) For modification or changes in existing/ completed work please process new work request form. (5) Specific Instruction if any given by requester. |
| Estimated cost (Rs.) : | |

Signature of the requester with Date : _____

Signature of the Recommending Authority: _____

Signature of the Head : _____

Details provided by Central Workshop

1. Name of Machine(s) Assigned: _____
2. Name of Machine Operator(s) Assigned: _____
3. Details of the consumables required to be procured by the requester :

| S. No. | Name and Details of the Consumables Required/Given with date | Quantity | Estimated cost (Rs.)* |
|--------|--|----------|-----------------------|
| | | | |
| | | | |
| | | | |

*Please note this is an estimate. Actual price may vary and indenter is required to buy the raw materials and provide the materials to the Central Workshop.

Name & Signature of Machine Operator (s)

Signature of GM (Workshop)/DGM (Workshop) : _____ **Date:** _____

Remarks/Approval by the Head, Central Workshop: _____

Signature of the Head, Central Workshop: _____ **Date:** _____

ESTIMATION OF MACHINING AND LABOUR CHARGES AND CONSUMABLES FROM WORKSHOP

1. Details of the Consumables:

| Name and Details of the Consumables | Quantity | Estimated Cost (Rs.) | Signature of operator |
|-------------------------------------|----------|----------------------|-----------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| TOTAL | | | |

2. Details of the Machining and Labour charges

| Name of the Machine | Machining and Labour Rates (Rs./hr) | Hours Required | Estimated Cost (Rs.) | Signature of operator |
|---------------------|-------------------------------------|----------------|----------------------|-----------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| TOTAL | | | | |

Feedback from requester on work produced by machine operator (s)

| Factor | Rating by Requester | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | 5(A) | 4(B) | 3(C) | 2(D) | 1(E) |
| Component has fabricated as per the provided drawing | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Quality of fabrication in terms of dimensions accuracy and surface finish. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Grading on 5 point scale corresponds to: A=5 (Excellent); B=4 (Very Good); C=3 (Good); D=2 (Fair); E=1 (Poor)

Signature of the requester/Authorized receiver