



Central workshop
Indian Institute of Technology Madras, Chennai-600 036

WORK ORDER FORM

To be filled by concerned authority of users with Signature, Name, Seal and phone no.

Dept/Centres/Shops/Labs

Work Description (Drawings should be attached separately)

Quantity

This Work is required for Students projects Dept. Maintenance Sponsored projects

If Work is for IC&SR Sponsored project

Approval Number

Date

Note:

- (1) Materials, Drawings should be supplied along with Work order.
- (2) If Materials/drawings are not provided in specified time, Job will be automatically cancelled.
- (3) If specific tolerance is not mentioned in the drawings, it will be treated as per ISI Standard.

Person to be contacted for clarifications

Phone Number

Sign. of HOD/Guide with SEAL and date

CWS use for processing work order:

Process details for CWS use only

| | | | | | |
|-----------------------|--|------------------------|---|----|------|
| Work order No. | | Work category | I | II | III* |
| Received Date: | | Expected Delivery Date | | | |

| S. No. | Process | Section | Started date/time | Finished date/time | Work carried out by(Tech./App.) |
|--------|---------|---------|-------------------|--------------------|---------------------------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |

Planning section coordinator

Shop/Section coordinator

Inspection by:

Signature:

Remarks:

Accepted/Rejected

Customer signature with date for acceptance and receipt of Job:

Senior Technical Officer

*STO approval is required for processing work order