



**INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI
MECHANICAL ENGINEERING WORKSHOP**

JOB ORDER FORM

1. Name of indentor :
2. Designation:
3. Department :
4. Contact phone No. :
5. Category of work (tick the appropriate category):
a) Student's project b) Sponsored project / consultancy project c) Department work d) Institute work
6. For student's project, (please provide the following details regarding the student)

Name of the student: _____ Roll No: _____ Project Nature : BTP/ MTP/ Ph.D

7. For sponsored project / consultancy work, Project No. _____
8. For department/Institute work, (please provide details): _____
9. Whether the drawing is attached along with the Job order Form : YES / NO

Description of work to be carried out at Mech. Engg. workshop	Qty	Remarks

Signature of Indentor with date

Recommendation of HOD/HOC/HOS of the indentor

(Head, Mechanical Engineering)

For workshop Use only

Job order No:

Date:

Sl No	Details of work	Qty	Assigned to	Tentative date of completion	Was materials supplied?	Estimated cost	Remarks

Signature of the Assignee:

Approval of Workshop Superintendent

Received the above completed job on ----- . I have inspected the job and found the job is in order as per the drawing / requirement.

Signature of the indenter / Receiver.

Instructions

1. The indenter should be either a faculty member or Institute permanent staff (and not students or project staffs).
2. Proper drawing of the job is required to be attached along with the job order form.
3. The indenter will have to supply the materials required for the job.
4. The indenter should not directly contact the workshop technicians for carrying out the work. The Job order form will have to follow the proper channel. It is to be recommended by the Head of the Department of the indenter (even if it is project related) and approved by Head (or faculty-in-charge), Dept. of Mech. Engg.
5. The Workshop Superintendent will assign the job to the concerned technician in the workshop.
6. In case of any payment of honorarium to the technicians from sponsored/consultancy projects, the same will have to be routed through Dean R&D and no payment should be made directly to the staff.