



Central Workshop

Indian Institute of Technology Ropar,
Rupnagar, Punjab, 140001,
Phone No: 01881233365-3366

WORK REQUEST FORM

Name of user		Department/ Organisation	
Contact No.		Email Id	
Supervisor Name			

Work Details (Drawing Should be attached properly):	Quantity

- Note:** 1. Work order form should be submitted prior to the work given.
2. If material/ drawing are not provided in specific time, the job will be automatically cancelled
3. If the tolerance is not mentioned in the drawings, it will be treated as per ISI standards
4. The user should follow the proper channel for submitting work order request. It should be recommended by Head of the Department/Supervisor of the user
5. Proper drawing should be given with proper dimensions along with work order form

Work required for (please tick):

- ☐ B.tech project ☐ M.tech Project ☐ Ph.D. ☐ Consultancy ☐ External Institute
☐ Industry ☐ Others (Provide details _____)

Material Provided by	Material Name/Type (Bar, Sheet, plate)	Quantity/ Dimensions
Self ☐	Workshop ☐	

Signature of user

Signature of Supervisor/HOD

(For central workshop use only)

Work received date:

Expected finish date:

S. No.	Process	Equipment/ Machine	Staff Involved	Sign	Start Date	End Date	Status

Remarks from user(after completion of work):