



National Institute of Technology Meghalaya

Department of Mechanical Engineering

Bijni Complex, Laitumkhrah, Shillong – 793 003

WORK ORDER FORM-II

Date: / /

1. Name of the Indenter :
2. Designation :
3. Roll No/ Employee Code (if any) :
4. Project No (if any) :
5. Department / Centre / Other :
6. Name & address of the Institute/Organization :

7. Contact No. & E-mail id :
8. Name of the Shop / Laboratory where to accomplish the work :
9. Material required : (Yes/No)
10. Amount/Specification of the material required :

11. Tentative time required the work : Starting Date & time Completion Date and time

12. This work is required for : i) Students Project ii) Sponsored Project
(Tick the appropriate category) iii) Consultancy Project iv) Others
If others, specify.....

Brief Description of the Work (Drawings both hard copy and hard copy Should be Attached Separately)	Qty.	Remarks

13. Facility Required :

Student / Indenter Signature

Supervisor Signature

FOR WORKSHOP / LABORATORY USE ONLY

Work Order No:.....

Date: / /.....

Details of the Instructor:

Name :

Employment Code :

Estimated Cost*:

Sl. No.	(Institute overhead/Corpus) Charge	Material Cost	Operator Cost	Machine running cost	Other Charges	Total

**If required a separate sheet may be attached with proper break-ups.*

Signature of Technical Assistant

Recommendation/Remark

Faculty-in-Charge

Recommendation/Remark

HOD

(If cost non zero)

Dean (R & C)

Cost to be borne by indenter/may be done free of charge

Instructions:

- ✓ The work order form will have to follow the proper channel. It is to be recommended by the concerned authority and approved by the HOD.
- ✓ Proper drawing of the job is required to be attached along with the work order.
- ✓ Materials, consumables etc. to be supplied along with work order.
- ✓ Separate work order forms to be filled for each section.
- ✓ Payments, if any, to be made through institute portal and receipt copy submitted before starting of the work.