



**राष्ट्रीय विज्ञान शिक्षा एवं अनुसंधान
संस्थान**
National Institute of Science Education and Research
परमाणु ऊर्जा विभाग, भारत सरकारका एक स्वयंशासित
संस्थान
An Autonomous Institute under DAE, Government of India
Central Mechanical Workshop
JOB REQUEST FORM

For Central Workshop use only	
Job no. with date	
Date of Request	Date of Completion

Requisitioner name: _____

Designation _____ Department / Section/Center: _____

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

Purpose of the project:

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

All the raw materials are to be provided by the requisitioner of the concerned school.

DETAILS OF THE JOB REQUESTED

Brief Description of the job	
<p><i>Detailed Job description with well explained drawings to be attached separately with this form.</i></p>	<p>(1) Materials, Drawings, to be supplied by requisitioner along with Job request.</p> <p>(2) If Materials/drawings are not provided in specified time, Job will be automatically cancelled.</p> <p>(3) The Job Request form will have to follow the proper channel. It is to be recommended by the concerned authority (Faculty/ Supervisor/S.O. of concerned school or Section) even if it is project related and approved by Chairperson, workshop.</p> <p>(4) For modification or changes in existing/completed job please process new job request form.</p> <p>(5) Specific Instruction if any given by requisitioner.</p>

Signature of the requisitioner with Date _____

Signature of the Recommending Authority/ Head: _____

Note: It is the responsibility of the requisitioner to collect the finished job from the workshop.

Workshop Contact: Umakant Sasmal (uk.sasmal@niser.ac.in), Debasis Barik (debasis.barik@niser.ac.in), Basudev Mallick (b.mallick@niser.ac.in)

Details provided by Central Workshop

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

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 JE (Workshop)/AJE (Workshop) : _____ Date: _____

Remarks/Approval by the Chairperson, Central Workshop: _____

Signature of the Chairperson, Central Workshop: _____ Date: _____

Remarks / Suggestions of the Requisitioner:

Feedback from requisitioner on work produced by machine operator(s):

Factor	Rating by Requisitioner				
	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 requisitioner /Authorized receiver with date: