

Machine Shop

CHEMICAL ENGINEERING / IIT - K

# JOB CARD

DATE OF REQUEST	REQUESTED BY	DESIGNATION/ROLL NO.	LAB /SECTION	TELEPHONE	
FULL DESCRIPTION :			DIAGRAM :		
APPROVED BY FACULTY ADVISOR		SIGNATURE OF RECEPIENT	NO. REQD.	USE SEPARATE SAEET IF SUFFICIENT SPACE IS REQUIRED	
DRAWING	MATERIAL	NONE			
PENDING FOR	DATE ASSIGNED	ASSIGNED TO	DATE EXPECTED COMPLETION	DATE FINISHED	JOB NO.

FOR OFFICE USE ONLY :

DATE OF RECEIPT									
..... DRAWING/SAMPLE	..... MATERIAL								
JOB PENDING REASON :									
JOB DISCONTINUED REASON :									
LEAVE	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>								
HOLIDAYS	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>								
TOTAL TIME TAKEN.....DAYS.....HRS.									
MATERIAL CONSUMED :									