



केंद्रीय कार्यशाला तथा उपादान सेवा प्रखंड
CENTRAL WORKSHOP AND INSTRUMENTS SERVICE SECTION
भारतीय प्रौद्योगिकी संस्थान खड़गपुर
Indian Institute of Technology, Kharagpur

DEPARTMENT *International Relations Office* Ref. No. *1717/2023/01R* Dt. *18/1/2023*
To Contact No. *8670676459* E-Mail: *iitkgp.branding@adm.iitkgp.ac.in*
C.W.I.S.S.
The following Parts / Jobs may kindly be Repaired / Fabricated

Brief Description of Job	No. of Pcs.	Material	Category - Please Tick		Please provide
Prof. Goutam Chakraborty Associate Dean,	(Max.: 5)	Steel	BTech / BSc.	Consultancy project	For Fabrication- Drawing and Material (Yes/No)
	1		MTech / Msc.	Institute work ✓	
			PhD.	Outside work	For Repair work- Manual (Yes/No)
			Sponsored project	Repair & Maintenance	

Declaration: Above mentioned items requested to be fabricated/ repaired are not for nuclear of military end users or end uses.

(Name and Sign) *RITU PARNA CHAKRABORTY* (Name and Sign) *Prof. Goutam Chakraborty*
Student/ Lab Asst./Project Staff Supervisor/PI/PIC

Head of the Department

Please comply

Date 20

Chairman, C.W.I.S.S.

प्रो. गोतम चक्रवर्ती

Prof. Goutam Chakraborty

Associate Dean / सह संकायध्यक्ष
International Relations and Ranking

For C.W.I.S.S. USE

WORK ORDER No.

REPORT ON REPAIR / FABRICATION

अंतर्राष्ट्रीय संबंध एवं श्रेणी
भा प्रो सं खड़गपुर/IIT Kharagpur

Nature of defects found

Other Services

Date 20

Serviced by

Remarks, if any

Total man-days spent on the job

Components / Materials consumed for the job are shown overleaf.

Date 20

S.T.A. / In-charge

To

The Head of the Department

The job has been completed.

The job could not be complied with the reason

Maintenance / Instructions Manual returned herewith. The expenditure incurred for repair / fabrication of the job is not debitable. This may please be acknowledged,

Chairman, C.W.I.S.S.

Order completed to my satisfaction

Noted the reason of non-compliance.

Head of the Department

P.T.O