



Central Instrument Facility, IIT (BHU), Varanasi-221 005
External Requisition Form CNC Milling / Lath



Nature of Work: UG/PG/PhD./ Project/ Consultancy/ Industry. (Pl. Tick)

Req. No. :

User Information

Name of Indenter:

Name of Supervisor/PI (in case of PhD/Dissertation/Project): Employee ID:

Name of Department/School:

Full address for communication:

Phone Number: Email:

Date:

Signature of the indenter

Description of Drawing (L×W×D)	Sample 1	Sample 2	Sample 3	Sample 4	Sample 5
Specification of the materials					
Drawing of the finished product (Plan view & Elevation)					

Special request (if any attach production drawing sheet):

Signature & Remark of Operator:Date & Time.....

Payment in Demand Draft Only (In the favour of Registrar, IIT(BHU), Varanasi)	
Payment: DD No.: _____	Amount: _____ Date: _____
Bank Name & Branch: _____	
Pl. Deduct Rs.	
Signature of Professor In charge(CIF):	Faculty Member/PI/HOD Signature with seal

FOR USE IN FINANCE OFFICE

Expenditure may be debited/credit to:

Major Budget Head: **Special Fund**

Minor Budget Head: **Income for CIFC**

PASSED FOR PAYMENT/ ADJUSTMENT

For Rupees.....

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Asst.

S.O.

A.R.

D.R.