



**Central Instrument Facility, IIT (BHU), Varanasi-221 005**  
**Internal 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**

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

Special request (if any attach production drawing sheet): .....

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

**Requisition Number (CIF Office will provide) :**

**Payment:**

A. From Faculty Research Support Grant /Project Contingency/ CPDA etc. (Pl. Tick)

**(In case of project: Pl. Provide Project code:**

B. Department/School Operating Grant

Pl. Deduct Rs. from the grant as marked above.

For A: **Faculty Member/PI** For B: **HoD/Coordinator**  
Signature with seal

**Signature of Professor In charge(CIF):**

**FOR USE IN FINANCE OFFICE**

**Expenditure may be debited/credit to:**

Major Budget Head: **Special Fund**

Minor Budget Head: **Income for CIFIC**

**PASSED FOR PAYMENT/ ADJUSTMENT**

For Rupees.....

.....

**Asst.**

**S.O.**

**A.R.**

**D.R.**