



**Manufacturing Engineering Laboratory**  
Indian Institute of Technology Hyderabad  
Ordnance Factory Estate  
Yeddumailaram 502205

FOR MEL USE ONLY

Work request No.

Received date

Expected delivery date

Completed date

## WORK REQUEST

To be filled by Concerned authority with Signature, Name, seal and phone no.

Dept./Shops/Labs

Work description (2 sets of Drawings should be attached separately)

Quantity

This work is required for

Students projects

Sponsored project

Consultancy Project

Any other

Date

**Note:**

1. Materials, Drawings to be supplied along with Work order.
2. The students are expected to accompany and assist the lab personnel during the fabrication work. Remember, this request form is meant for usage of equipment and not of manpower.

Person to be contacted for clarifications

Phone no.

Sign. Of HOD/Guide. date

Special tool/requirement if required:

For approval to Office-I/C sign.

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### Tools & Consumables

S.No.	Process	Tool	Remarks

### Process details

S.No.	Process	Machine(s)	Started Date/time	Finished Date/time	Remarks