



**Work Requisition Form 1– For Job Works Only**

- 1. CAPITAL/FF/CONSUMABLE/NOT APPLICABLE      2. MODE : Cash Purchase / Limited Tender / Public Tender / Single Quote
- 3. END USE: .....      4. BUDGET HEAD : .....  
(Please do not club Plan / Non plan BH in single Form)
- 5. Place of Work: .....
- 6. Full description of the Job/s to be made.

Sr. No.	Description of work (Attach Annexure showing detailed Schedule of Work, Qty, technical specification, terms & conditions, Drags etc. wherever applicable)	Unit of Measurement	Quantity

- 7. Name, designation, Id Code of the Indenter: .....
- 8. Approximate Cost in Rs. for local items .....in foreign currency for Imported items .....
- 9. Enquiries to be sent for sourcing item through Local purchase / Imports / both :  
(Please attach separate sheet giving full name, address and contact details of vendors).
- 10. Special Instruction, if any  
(Please attach separate sheet if required)
- 11. Work to be completed within ..... Days.

Sign  
Indenter

Sign  
Reporting Officer  
(Other than Group Head)

Sign  
Group / Section Head  
Approving Authority (upto Rs. 1 Lakhs) /  
Recommending (above Rs. 1 Lakhs)

Sign  
Dean  
Approving Authority (upto Rs. 10 Lakhs) /  
Recommending (above Rs. 10 Lakhs)

Sign  
Centre Director  
Date