

JOB REQUISITION FORM

University Science
Instrumentation Centre



North Bengal University

For Office (USIC) Use Only

Ref. No. :

Date of Req. :

Date of Delivery :

1. Date of Requisition :	2. Name of the Department / Centre :
3. Nature of Job (Design / Fabrication / Repair / Installation)	4. Name & No. (Quantity) of the Instrument / Device :
5. Brief Descriptions / Specifications of Instrument / Device :	6. Attached Accessories of Instrument / Device (if any)
7. Probable Faults (for repair only)	8. Probable Reasons (if known)
9. Name of the Applicant :	10. Contact No. of the Applicant :
11. E-mail ID of the Applicant :	12. Signature of the Applicant :
Any other information (if any)	Signature of Head of the Deptt/Centre (with Office Seal)
Signature with Remarks of Receiver (USIC)	
Assigned Technician(s)	Assigned Supervisor
Report of the Assigned Technician with signature & date	Remarks of Assigned Supervisor
***Spares Supplied by & Approx Cost	

Signature & date with Remarks of Receiver
During Delivery

Signature of Head, USIC
(with Office Seal)