**BIRBAL SAHNI INSTITUTE OF PALAEOSCIENCES, LUCKNOW**

**JOB SHEET**

Serial No. Date:

|  |  |
| --- | --- |
| Name |  |
| Designation |  |
| Employee ID No. |  |
| Department |  |
| Room No. |  |
| Email/Extn. No. |  |

**Type of Work**

1. Electrician 2. Plumber 3. Carpenter

4. Telephone-Intercom/Direct No. 5. Air conditioner-Split/Window

6. Water Purifier 7. Other

**Description**

Signature of Indenter with date

Work assigned to ....................................................................... on ..............................................

S.O. (W&B)

**Material/Items consumed/Returned during completion of work**

|  |  |  |
| --- | --- | --- |
| Sl. No. | Material/ Item consumed | Obsolete material/ item returned to W&B Section |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

(Signature of Job Assignee)

After completion of work and remark if any

(Signature of Intender with date)

After Satisfactory completion of work

Section Officer (W&B)