

Birbal Sahni Institute of Palaeosciences

53, University Road, Lucknow -226007

JOB SHEET

SERIAL NO-

DATE:

NAME	DISIGNATION
EMPLOYEE ID NO.	DEPARTMENT
ROOM NO.	EMAIL/ EXTN. NO

TYPE OF WORK

1. ELECTRICIAN
2. PLUMBER
3. CARPENTER
4. TELEPHONE – INTERCOM/DIRECT – NO.
5. AIRCONDITIONER – SPLIT / WINDOW
- 6 WATER PURIFIER
7. OTHERS-----

Description of Work to be done

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SIGNATURE OF INDENTER WITH DATE

Work assigned to on

S.O (W&B)

Material/items consumed/ returned during completion of work

Serial No	material / item consumed	Obsolete material/ item returned to W&B section

Sign. of Job assignee
after completion of work and remark if any

(sign. of intender with date)
After satisfactory completion of work

Section Officer (W&B)