

BANGLADESH UNIVERSITY OF ENGINEERING AND TECHNOLOGY, DHAKA
Directorate of Advisory, Extension and Research Services (DAERS)

Job Requisition Form

Date:-----

Workshop facilities required for:- Under Graduate Students Post Graduate Students
 Departmental Lab Office BRTC

1. (a) Name & Roll no of the Students -----
 (b) Name of the Department / Lab / Office -----
 (c) BRTC No., if applicable -----

2. (a)

SI. No	Detail Description of the Job	Material	Quantity

(b) Material Supplied (Yes / No)

(c) Drawing / Sample supplied (Yes / No)

 (i) Signature of the Students / Concerned Person

 (ii) Signature of the Supervisor/Lab incharge

 (iii) Signature of the Head/Director

 (iv) Signature of DAERS

Shop Incharge

- Machine shop
 Sheetmetal, Welding,
 Foundry & Pattern shop
 Carpentry shop
 C. I. W shop
 Auto shop

For Shop use only

a) Job requisition No :----- Date :-----

b) Assigned Person :-----

Comments if any :-----

Signature of the Shop incharge

**BANGLADESH UNIVERSITY OF ENGINEERING AND TECHNOLOGY,
DHAKA**
Directorate of Advisory, Extension and Research Services (DAERS)

Job Requisition (UGS/PG/DEPT./OFFICE/HALL)

Date:-----

Workshop facilities required for:- Under Graduate Post Graduate Ph. D Students
 Department Office Hall

1. (a) Name of the Students / Department / Office / Hall -----
(Roll No & Dept. if applicable) L ----- T----- Roll No -----

2. (a) **Description of the job:** Project Thesis Research BRTC Work

Sl. No	Details Description of Job	Material	Quantity

(b) Material Supplied (Yes / No)

(c) Drawing / Sample supplied (Yes / No)

(i) Signature of the Students / Concerned Person
Dept. / Office Name

(ii) Signature of the Supervisor/Lab incharge / Provost
Dept. / Office Name

(iii) Signature of the Head/DSW
Dept. / Office Name

(iv) Signature of DAERS

Shop Incharge

- Machine shop
- Sheetmetal, Welding,
Foundry & Pattern shop
- Carpentry shop
- C. I. W shop
- Auto shop

For Shop use only

a) Job requisition No :----- Date :-----

b) Assigned Person :-----

Comments if any :-----

Signature of the Shop incharge