

DETAILS OF THE JOB/WORK/ASSISTANCE REQUIRED

From

M/s. ....  
 .....



To

The Deputy Director  
 Common Facility Service Centre, Changanasseri  
 Sir,

Sub:-Request for Plastic section assistance –reg.

I request you to allow the above said work/job/assistance in the plastic section of your office

Name and Signature:

Designation:

Date:

MOB:

**File No.                      WORK ORDER REPORT 2023-24**

Following machine operations are required to complete the above said work. Please collect Rs. ..../- as advance

Date:

Foreman(Plastic)

**Advance collected Rs.**

TR.5 No.

Date:

Sel. Grade CA/ Cashier

**WORK COMPLETION REPORT**

The above mentioned work has been completed with the following machineries. Please collect service charge accordingly.

MACHINES USED	RATE	DURATION	CHARGE
RE-PROCESSING EXTRUDER 2 1/2"	<b>260</b>		
AGGLOMERATOR	<b>158</b>		
INJECTION MOULDING MACHINE-WINDSOR	<b>250</b>		
GRINDER	<b>79</b>		
STRETCH BLOW MOULDING MACHINE PET	<b>182</b>		
TWIN SCREW EXTRUDER	<b>340*</b>		
HOT AIR OVEN	<b>40</b>		

**Dye maker (CFSC)**

Verified by

**Assistant Director(Plastic) /Foreman(Plastic)**

**For Office use**

Total amount due Rs:

TR.5 No:

Advance collected Rs:

Date

Balance amount Rs:

**Sel. Grade CA**

**Office Manager**