

RUBBER SECTION

DETAILS OF THE JOB/WORK/ASSISTANCE REQUIRED

From

M/s.
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To

The Deputy Director
Common Facility Service Centre, Changanasseri
Sir,

Sub:-Request for Rubber Section assistance –reg.

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

Name and Signature:

Designation:

Date:

MOB:

File No.

WORK ORDER REPORT -2024-25

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

Date:

Assistant Director (P)

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
HYDRAULIC PRESS	180		
MIXING MILL	180		

Machine Operator (CFSC)

Verified by

Assistant Director(P)

For Office use

Total amount due Rs:

TR.5 No:

Advance collected Rs:

Date

Balance amount Rs:

Sel. Grade CA

Office Manager