



EASTERN UNIVERSITY, SRI LANKA
ENGINEERING SERVICE DIVISION
JOB CARD

JOB CARD NO:

(Office Use Only)

1. Name of the Officer :
2. Contact Number :
3. Name of the Department / Section / Unit :
.....
4. Location (Place of the work to be attended) :
.....
5. Description of the work (*Use separate job cards for different services. e.g.: Electrical, Plumbing, ...*) :
.....
.....
.....
.....
6. Signature of the Officer :

(Place the Common Seal of the officer)
7. Work Order to :

☐ Electrician	☐ Plumber	☐ Carpenter
☐ Mason	☐ Health Service	☐ Tree Cutter
☐ Welder	☐ Painter	☐ Labour
☐ Work Supervisor	☐ Technical Officer	☐ Work Superintendent

.....
Works Engineer / Work Superintendent /
Technical Officer / Work Supervisor

8. Estimation for the above work :

No.	Description of item	Qty	Rate	Amount

9. Details of Expenditure :

No.	Description	Material Cost	Labour Cost	Total Cost

10. Report on the work attended :

11. Name and Signature of the In-Charge of Sub Division :

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Recommendation of the Work Superintendent :

.....

Approval of Works Engineer :

.....

12. Entry into the System :

☐ Yes ☐ No

Name & Signature of the Subject Clerk :

Date :