



INDIAN INSTITUTE OF TECHNOLOGY KANPUR  
OFFICE OF DEAN INFRASTRUCTURE AND PLANNING

DOIP/IITK/2024/OO-16-04-2024-04

Date: 16/04/2024

**OFFICE ORDER**

**Subject:** Implementation of Redesigned Forms for better Project Management.

For smooth and efficient workflow from the work requestion until the issue of completion certificate, the pertinent forms (list attached) have been updated.

This Office Order is applicable with immediate effect.

This is for the necessary information to all concerned.

Dean, Infrastructure and Planning

Copy to:

1. Director
2. Registrar
3. HOS, IWD
4. OIC (F&A)
5. OIC (I&A)
6. All Engineers
7. Web master- for circulation among all concerned

**Table 1: List of Forms**

Sl. No.	Form	Description of Form
1	101	Work Requisition (submitted by an employee (other than project employee) of the institute)
2	101A	Work Requisition (initiated by DOIP office & Campus Care)
3	103	Site Visit
4	104Q	Minor Work Comprehensive Contract Quantity Take off Sheet (MWCC QTO sheet)
5	104	Estimate Approval
6	104M	Minor Estimate Approval (Annexure of Form 104)
7	104T	Memo Forwarding Tenders to Accepting Authority for works
8	104TQ	Memo Forwarding to Accepting Authority for all call of quotations
9	105C	Work Commencement
10	106P	Work Progress
11	106QC	Site Quality Observation Report
12	106M	Work Progress for MWCC Contract
13	106MA	MWCC contract Financial Statement Report
14	112	Construction Change Directive
15	104A	Approval for Additional Expenditure Sanction
16	113	Contract Extension Order
17	114	Approval form for Extension of time (EOT) for Works
18	115	Grant of Exception for Submission of RA Bill /Escalation Bills
19	116	Extension of Time of Submission for Final Bill form
20	107C	Declaration of work Completion prior to issue of Completion /Performance Certificate
21	107U	User Satisfaction Report
22	107	Work Completion
23	117	House Vacation Form
24	118	Floating Intimation Form
25	119	Occupation Intimation Form
26	151	User Feedback Form for Standards of Sanitation Works in Hall of Residence as per Contract Agreement
27	152	User Feedback Form for Standards of Horticulture Works in Hall of Residence as per Contract Agreement

SRL