

**Indian Institute of Technology, Kanpur**  
**Office of the Dean of Infrastructure and Planning**

DOIP/IITK/2021/OO-02

Date: 23/11/2021

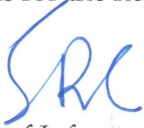
OFFICE ORDER

**Subject: Regarding the procedure for Procurement of Items for minor maintenance work through complaint management services**

All items required for minor maintenance work through complaint management services are to be procured through Store and Purchase following the existing norms. All zone In-charges are needed to provide their requirements to DOIP office on quarterly basis. Once the items are procured, these will be provided to respective zone In-charges. Digital database should be maintained by each zone In-charge for stock registry, the format of which will be provided by the DOIP office.

This Office Order is issued with the approval of Competent Authority and is applicable with immediate effect.

This is for the necessary information to all concerned.



Dean of Infrastructure and Planning

Copy to:

1. Director
2. Dy. Director
3. Registrar
4. Jt. Registrar, F & A
5. SE, IWD
6. Web master - for circulation among all concerned