



# INDIAN INSTITUTE OF TECHNOLOGY KANPUR

## Computer Centre

### Internet Port Requisition Form

**Requisition submitted by (must be a regular employee of the Institute)**

Name		Phone/ Mob No.																	
Dept./Unit		PF No:		Email:	@iitk.ac.in														
<i>Short description of the request highlighting the location and the number of ports required</i>																			

\_\_\_\_\_  
 (Signature of the requisitioner)                      (Recommendation of HOD)                      Date: ( \_\_\_\_ / \_\_\_\_ / \_\_\_\_ )  
**For Office Use\***

Request number																			
Recommended	Recommended										Approved								
Assistant/Superintendent of office	Engineer in Charge (Networking Infra)										Head , Computer Center								

*\*The second half of the duly filled requisition form should be send by computer centre to IWD for initiating the electrical work*

### For IWD Use\*\*

Request number																			
Details of wiring / power request for approved Internet ports																			
Location of the building																			
Number of ports approved																			
Comments/Special Instructions																			
Signature of the Superintendent , Computer Centre															_____ / _____ / _____ Date: (dd / mm / yyyy )				

**Comments/Special Instructions by concerned AE/JE , IWD if any**

Signature of concerned JE/AE , IWD	_____ / _____ / _____ Date: (dd / mm / yyyy )													

*\*\*A copy of the IWD use form should be attached with DOIP 101 if expenditure sanction for the work is required through capital budget*