DOIP: 101

INDIAN INSTITUTE OF TECHNOLOGY KANPUR
Office of the Dean of Infrastructure & Planning

Civil/Electrical/Air Conditioning Work Requisition Form
(*For regular maintenance, do not use this form; instead use IWD complaint management service***)**

Requisition submitted by [must be an employee (other than project employee) of the Institute**]**

Name			Phone/ Mob No.		
Dept./Section		PF No:		Email:	@iitk.ac.in

Short description of the request highlighting the location, nature and justification of work required (attach separate sheet if needed):

For the following questions, select as appropriate		
Does this work require new foot print*?	Yes	No
Have you attached any sketch showing dimensions/requirements?	Yes	No
Will this work create new usable space?	Yes	No
Do you have any suggestion of space that can be used for this purpose (optional)?	Yes	No

_____ (Signature of the requisitioner)

Date: _____/_____/_____ (dd / mm / yyyy)

To be filled by the concerned Head of the Department/Section

Specific statements to support the requirements. In case of new space request, certify that the required space is not available within the present department/section allocation and included (or not included) in the projected space requirements (attach separate sheet(s) if needed):

_____ (Signature of the HOD/HOS)

Date: _____/_____/_____ (dd / mm / yyyy)

To be filled by the Dean R & D, if the space request deals with [additional] sponsored research space

Specific statements to support of the requirements. In case of new space request, certify that the required space is not available within the present R & D allocation and included (or not included) in the projected space requirements (attach separate sheet(s) if needed):

_____ (Signature of the Dean, R & D)

Date: _____/_____/_____ (dd / mm / yyyy)

For Office Use

Type of work **(Tick one)**	Renovation of office, laboratory, etc. / New space request/ New construction request / Any other (please specify) _____	
Request number		
Assistant / Superintendent	AR / Sr. DR	ADPI

* *If the space is within a pristine area, provide clear justifications why non-pristine area cannot be used for the stated purpose*