## 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]

<table>
<thead>
<tr>
<th>Name</th>
<th>Dept./Section</th>
<th>PF No:</th>
<th>Phone/Mob No.</th>
<th>Email:</th>
<th>@iitk.ac.in</th>
</tr>
</thead>
</table>

### Location

Specify the Building name and Room No (if any) / House Type & No or mention the location for required work

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

### For the following questions, select as appropriate

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does this work require new footprint?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you attached any sketch showing dimensions/requirements?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will this work create new usable space?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you have any suggestion of space that can be used for this purpose (optional)?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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(Signature of the requisitioner) Date: (dd/mm/yyyy)

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### 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):

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(Signature of the HOD/HOS) Date: (dd/mm/yyyy)

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### 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):

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(Signature of the Dean, R & D) Date: (dd/mm/yyyy)

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### For Office Use

<table>
<thead>
<tr>
<th>Type of work (Tick one)</th>
<th>Renovation of office, laboratory, etc. / New space request / New construction request / Any other (please specify)</th>
</tr>
</thead>
</table>

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Assistant/ Superintendent | AR / Sr. DR | ADPI

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