



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

DOIP: 103

Site Visit Form

(This form should be filled by EIC/DOIP office representative and attached with FORM: 104 for sanctioning of plans/ estimates)

Basic information

Type of work																			
Name						Phone/ Mob No.													
Dept./Section						PF No:						Email:	@iitk.ac.in						
Request number																			
Is the space/work indenter notified for the site visit?												Yes	No						
Site visit team members																			
Place/Location/Rooms visited																			
Date of site visit																			
Name and contact details of the requisitioner or his representative present during the visit																			
Requested start date or Time period for work						Working hour preference <input type="checkbox"/> FN <input type="checkbox"/> AN <input type="checkbox"/> No Preference	Funding source <input type="checkbox"/> Institute <input type="checkbox"/> Project <input type="checkbox"/> Others												
Urgency/Reason for prioritizing the work <i>(if any)</i>																			
Is there any relevant drawing /layout available for the requested work?												Yes	No						
Do the requested work items conform to the institute policy?												Yes	No						
If above answer is no, please explain if any additional /special provisions have been requested apart from institute policies <i>(Approval from concerned authority should be taken for additional/ special provisions)</i>																			

Primary details of work to be done *(Based on observations/discussions at site)*

Please select appropriate option and/or provide a short description of proposed construction/improvements			
<input type="checkbox"/> Flooring	<input type="checkbox"/> False ceiling	<input type="checkbox"/> Interior finishes	<input type="checkbox"/> Electrical
<input type="checkbox"/> Work platforms	<input type="checkbox"/> Painting works	<input type="checkbox"/> Metal works	<input type="checkbox"/> Air Conditioning
<input type="checkbox"/> Partitions	<input type="checkbox"/> Wood work	<input type="checkbox"/> Road works	<input type="checkbox"/> Others <i>(Please specify below)</i>
<i>(Attach separate sheets and sketches if needed):</i>			
Please provide a short description of existing conditions and importance of required work <i>(Attach sketches, pictures and sheets if needed)</i>			

(Signature of Requisitioner)

(Signature of the EIC)

(Signature of DOIP office representative)

Comments/Special instructions/Recommendations by PIC/ADPI, if any

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(Signature of PIC/ADPI)

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