



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

DOIP: 104M

Proposal/Plan/Estimate Approval form: Minor Request

(This form should be filled by IWD and should be attached with relevant forms 101, 102, 103 for estimate sanction)

Requisition Details

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

Plan/Proposal Details

Type of Work																				
Proposal/Plan prepared by:																				
Name		Phone/ Mob No.																		
Designation		Email: _____@iitk.ac.in																		
Has this Proposal/Plan been discussed and agreed by the indenter?																	Yes	No		
Is this Proposal/Plan prepared in agreement with Form 103?																	Yes	No		
Are the suggestion or modifications in Form 103 incorporated ?(if any)																	Yes	No		

(Signature of Preparer)

(Name and Signature of Reviewer)

Estimate Details

Estimate prepared by:																				
Name		Phone/ Mob No.																		
Designation		Email: _____@iitk.ac.in																		
Estimate Amount Requested																				
<i>Please list items of works included in estimate with specifications</i>																				
Are these items and specifications in agreement with Form 103?																Yes	No			
Are relevant floor plans/elevation/section/layouts for proposed work attached to the approval form? <i>(All necessary drawings are required for approval)</i>																Yes	No			
Is a time schedule for the proposed work attached with the approval form? <i>(A time schedule is required for approval)</i>																Yes	No			
Details of earlier renovation works at location (if any)																				
<i>Please provide a short description along with year of execution of work (attach separate sheets and documents, if needed)</i>																				

(Signature of Preparer)

(Name and Signature of Reviewer)

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

Comments/Special instructions/Recommendations by EE/AEE/Sr. AE, if any

--

(Signature of EE/AEE/Sr. AE)

Date: (dd / mm / yyyy)