



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

DOIP: 105

**Work Commencement Form**

*(This form should be filled by EIC(IWD) and submitted to DOIP/PIC office on or before start of work)*

**Requisition details**

Name		Phone/ Mob No.																		
Dept./Section		PF No:																		
Request number																				
Is the space/work indentor notified for the start of work?																	Yes	No		

**Contract Details**

Contract Agreement No:																						
Name of work																						
Description of work																						
Estimate Amount										Estimate Approval date												
Contract Amount										Contract Award date												
Name of Contractor												Phone/ Mob No.										
Name & Address of Organization																						
Are any subcontractors working on project?																	Yes	No				
Please list the subcontractor names and assigned type of work .(Attach separate sheet if needed)																						

**Work Initiation details**

Name of EIC												Phone/ Mob No.										
Office/Room No:												Email:	@iitk.ac.in									
Has the contractor submitted a master schedule and final milestone chart? <i>(If yes, please attach a copy of the documents with this form)</i>																	Yes	No				
Has the contractor submitted a quality assurance program? <i>(If yes, please attach a copy of the documents with this form)</i>																	Yes	No				
Is a preconstruction meeting held before the start of work?																	Yes	No				
Location/Date of meeting																						
Please select if necessary action is taken for safe completion of work.(Add details on separate sheet if needed)																						
<input type="checkbox"/> Lines of Communication					<input type="checkbox"/> Emergency No's					<input type="checkbox"/> Parking/Work area access					<input type="checkbox"/> Temporary facilities							
<input type="checkbox"/> Cleaning /Disposal					<input type="checkbox"/> Service shutdowns					<input type="checkbox"/> Notify Neighbourhood					<input type="checkbox"/> Safety board and signage							
Is an updated schedule prepared by EIC before start of work? <i>(Schedule updates should be sent to DOIP office before start of work and regularly on monthly basis)</i>																	Yes	No				
Is there any significant delay in start of work?																	Yes	No				
Please explain the reasons for delay																						
Are the drawings/design/ specification available for proposed work?																	Yes	No				
Please explain if any changes are required (Extra work, material specification, drawing, design changes etc.)																						

\_\_\_\_\_  
(Signature of the EIC)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date: ( dd / mm / yyyy )

**Comments/Special instructions/Recommendations by PIC/ADPI/DOIP/DD, if any**

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\_\_\_\_\_  
(Signature of PIC/ADPI/DOIP/DD)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date: ( dd / mm / yyyy )