



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

DOIP: 110

Space Allocation Form

(This form should be initiated by DOIP for any new space allocation for office/lab/research etc.)

Space allocated to

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

Item Description	Particulars
Building:	
Room:	
Description*	
Duration of allotment	
Rent/Lease charges/License fee, if any to be paid by the Allottee	
Comments, if any:	

*Description: Faculty office (FO), Head's Office (DO), Department office (DO), Staff office (SO), PG Students office (PG), Vaccant (VC), UG Teaching Lab (UGL), PG Teaching Lab (PGL), Research Lab (RL), Conference Room (CR), Workshop (WS), Store (ST), Seminar Room (SR), Class Room (CL)

(Signature of the ADPI/DOIP)

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

Copy to:

1. Dy. Director
2. Concerned HOD/HOS
3. DOFA
4. DORD
5. Prof.-In-Charge (Admin.)/Registrar
6. ADPI
7. SE, IWD

For Office Use

The space information is entered in database as well as GIS as on

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

Allotment number																				
Assistant / Superintendent	AR / Sr. DR										ADPI									