



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

DOIP: 101

**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]**

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

Does this work require new foot print*	Yes	No
Have you attached any sketch showing dimensions/requirements?	Yes	No
Will this work create new usable space?	Yes	No
Do you have any suggestion of space that can be used for this purpose (optional)?	Yes	No

\_\_\_\_\_  
(Signature of the requisitioner)

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

**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):

\_\_\_\_\_  
(Signature of the HOD/HOS)

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

**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):

\_\_\_\_\_  
(Signature of the Dean, R & D)

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

**For Office Use**

Type of work (Tick one)	Renovation of office, laboratory, etc. / New space request/ New construction request / Any other (please specify) _____																	
Request number																		
Assistant / Superintendent	AR / Sr. DR								ADPI									

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