Work Requisition Form

(For regular maintenance, do not use this form; instead, use Pingala complaint management service)

1. Requisition initiated by DOIP Office/Campus Care

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 along with sketch as required highlighting the nature and justification of work required (attach separate sheet if needed):

______________________________  ____________________________  _______/______ /_________
(Signature of the requisitioner)  Date:  ( dd / mm / yyyy )

2. To be filled by the DOIP

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 DOIP)  Date:  ( dd / mm / yyyy )

For DOIP Office Use

<table>
<thead>
<tr>
<th>Requisition details</th>
<th>Name</th>
<th>Phone</th>
<th>Dept/Sec</th>
<th>PF</th>
<th>Email</th>
<th>Description</th>
<th>Sketch</th>
<th>Rec. No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verified/Entered</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>2</td>
<td>Will require new foot print</td>
<td>sqm</td>
<td>Will create usable space</td>
<td>sqm</td>
<td>Entered in space database</td>
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<tr>
<td>3</td>
<td>As per Institute Policy</td>
<td>Yes</td>
<td>No</td>
<td>Remarks:</td>
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<td>4</td>
<td>Sources of funds</td>
<td>Institute</td>
<td>Department/Section</td>
<td>Projects</td>
<td>Others</td>
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<td>Zone</td>
<td>ZIC_Civ</td>
<td>ZIC_Elect</td>
<td>ZIC_AC</td>
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</tbody>
</table>

Checked  Passed  Approved

Note:  Instructions  ADPI/DOIP

Recorded  Sent for clarifications  Sent for clarifications Received  Revision Recorded  Sent for site visit/estimate preparation  yyyy-mm-dd

* All blank fields in Table 1 are mandatory