



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

DOIP: 101

**Work Requisition Form**

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

**1. 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	<i>Specify the Building name and Room No (if any )/House Type &amp; No or mention the location for required work</i>								
<i>Short description along with sketch as required highlighting the nature and justification of work required (attach separate sheet if needed):</i>									
								Cost share percentage <sup>§</sup> =	

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

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

**2. To be filled by the concerned Head of the Department/Section#**

<i>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):</i>	Cost share percentage <sup>§</sup> =	
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\_\_\_\_\_  
(Signature of the HOD/HOS)

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

**3. To be filled by the Dean R & D, if the space request deals with [additional] sponsored research space<sup>^</sup>**

<i>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 &amp; D allocation and included (or not included) in the projected space requirements (attach separate sheet(s) if needed):</i>	Cost share percentage <sup>§</sup> =	
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\_\_\_\_\_  
(Signature of the Dean, R & D)

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

**For DOIP Office Use**

1	Requisition details	Name	Phone	Dept/Sec	PF	Email	Description	Sketch	Rec. No
	Verified/Entered								yyyy-mm-dd-sno
2	Will require new foot print		sqm	Will create usable space		sqm	Entered in space database		
3	As per Institute Policy	Yes	No	Remarks:					
4	Sources of funds	Institute		Department/Section		Projects		Others	
5	Zone	ZIC_Civ		ZIC_Elect		ZIC_AC			
Checked		Passed				Approved			
Assistant/ Superintendent		Note:				Instructions			
		OIC				ADPI/DOIP			

Recorded	Sent for clarifications	____/____/____	Clarifications Received	____/____/____	Revision Recorded	Sent for site visit/estimate preparation	____/____/____
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Request number																		
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\* All blank fields in Table 1 are mandatory;      § Cost of the work to be shared by Project, Dept/Section, & Other funds  
# Not required for residential (allotted by estate office) requests;      ^ Required only for R & D Project related space