



INDIAN INSTITUTE OF TECHNOLOGY KANPUR

Computer Centre

Internet Port Requisition Form

Requisition submitted by (must be a regular employee of the Institute)

Name		Phone/ Mob No.													
Dept./Unit		PF No:		Email:	@iitk.ac.in										
Location / House Number															
Replace the damaged underground lan wires. I will permit IWD to dig the garden in my house, and also allow him to provide casing capping of lan wire inside the house.															

(Signature of the Requisitioner)

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

For Office Use*

Request number															
Recommended	Recommended										Approved				
Assistant/Superintendent of office	Engineer in Charge (Networking Infra)										DDIA				

**The second half of the duly filled requisition form should be sent by computer centre to IWD for initiating the electrical work*

For IWD Use**

Request number															
Details of wiring/power request for approved Internet ports															
Location of the building															
Number of ports approved															
Comments/Special Instructions															
Signature of the Superintendent, Computer Centre										____/____/_____ Date: (dd / mm / yyyy)					

Comments/Special Instructions by concerned AE/JE, IWD if any

Signature of concerned JE/AE, IWD										____/____/_____ Date: (dd / mm / yyyy)				

***A copy of the IWD use form should be attached with DOIP 101 if expenditure sanction for the work is required through capital budget*