



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

DOIP: 101A

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	<i>Specify the Building name and Room No (if any)/House Type & 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>																				

Zone		ZIC_Civ		ZIC_Elect		ZIC_AC	
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(Signature of the requisitioner)

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

2. To be filled by the DOIP#

<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>																			
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(Signature of the DOIP)

_____/_____/_____
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-sln0
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			
JTS/JE		Note:				Instructions			
		OIC3/ OIC1				ADPI/DOIP			

Recorded	Sent for clarifications	yyyy-mm-dd	Clarifications Received	yyyy-mm-dd	Revision Recorded	Sent for site visit/estimate preparation	yyyy-mm-dd
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Request number																				
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* All blank fields in Table 1 are mandatory