



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

DOIP: 117

House Vacation Form

Basic information

		DOIP 101 Rec. No			
Type of House/Apartment	Type VI/V/IV/III/II/I/FA/RP/Any other (Describe)	House/Apt Number			
Name of the Vacating Resident			Phone/Mob No.		
Dept./Section	PF No:	Email:	@iitk.ac.in		
Date of handing over	Time of handing over		AM/PM		
Name of the Person handing over if it is NOT done by the resident			Contact Number		
Name of the person of DOIP office Taking over the house			Contact Number		
Is the verified inventory checklist attached with this form?	Civil	Yes/No	Electrical	Yes/No	
Electric Meter Reading (Photo to be Attached)			CUGL Meter Reading (Photo to be Attached)		
Security Deposit Refunded*	Yes/No		Utility Bill Paid*	Yes/No	

* Only for Non-IITK employee

Signatures

Person Handing Over (Resident or Representative)		Person taking over (DOIP office staff)	
Date		Date	

For DOIP Office Use

Sl No.	Document	Comments
1.	Verified inventory list attached	Yes/No
2.	Photograph of electrical meter reading attached	Yes/No
3.	Photograph of CUGL meter reading attached	Yes/No

Checked Assistant/ Superintendent	Passed for 101 A generation and for further processing
	Note: OIC/OIC2

Recorded	Sent for clarifications	Clarifications Received	Revision Recorded	Passed for 101 A
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CC:

1. Estate Office
2. DOAD

Notes:

1. Vacation intimation as received from the **occupant** by IWD should be passed to DOIP office
2. This form along with verified inventory checked list should be filled by DOIP office representative
3. DOIP office will send a copy of this form to DOAD for recording purpose
4. This form will be the annexure of 101 A for all setting right works
5. Form 103 will be completed by EIC Civil & Electrical within next two working day of house handover