

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY ALLAHABAD

Form: 115

Office of the Dean of Infrastructure, IWD, Estate

WORK REQUISITION FORM [initiated by Dean (IRI) Office]

No. Email: @iiita.ac.i.	Requisition in	itiated by I	Dean (I	RI) Of	ffice / Esta	te Of						-	
Specify the Building name and Room No (if any)/House Type & No or mention the heation for required work	Name							Mob					
Specify the Building name and Room No (if any) Home Type & No or mention the location for required work	Dept./Section				PF	No:		Email:		1 1		@iiit	ta.ac.ir
(Signature of the requisitioner) Date: (dd / mm / yyyy) To be filled by the Dean (IRI) # pecific statements to support the requirements. In case of new space request, certify that the required space is not available within the present operatment/section allocation and included (or not included) in the projected space requirements (attach separate sheet(s) if needed): Signature of the Dean (IRI) Date: (dd / mm / yyyy) Date: (dd / mm / yyyy) PORDEAN (IRI) OFFICE USE	Location	Specify the Bu	ilding nan	ne and R	oom No (if an	у)/Ног	use Type & N	No or mention	the locatio	on for required	l work	<u></u>	
To be filled by the Dean (IRI) # Decific statements to support the requirements. In case of new space request, certify that the required space is not available within the present partment/section allocation and included (or not included) in the projected space requirements (attach separate sheet(s) if needed): Signature of the Dean (IRI) Date: (dd / mm / yyyy) FOR DEAN (IRI) OFFICE USE	hort description alon	g with sketch i	as require	ed highli	ighting the nai	ture and	l justification	n of work req.	uired (atto	ach separate	sheet if n	aeeded).	:
Signature of the Dean (IRI) Date: (dd / mm / yyyy)	(Signature of	the requisit	ioner)					Date: (/_ dd / 1	/_ mm /	уууу	<u> </u>	
[Signature of the Dean (IRI)] Date: (dd / mm / yyyyy)	•		` '		se of new spac	re reques	st, certify tha	t the required	l space is i	not available	within i	the pres	sent
Requisition details Name Phone Dept/Sec PF Email Description Sketch Rec. No Verified/Entered Sqm Will create usable space sqm Entered in space database As per Institute Policy Yes No Remarks: Sources of funds Institute Department/Section Projects Others Checked Passed Approved Note: Assistant/ Superintendent OIC Sent for yyyy-mm-dd Clarifications yyyy-mm-dd Revision Sent for site visit/estimate yyyy-mm-dd Rec. No yyyy-mm-dd-sln Description Sketch Rec. No yyyy-mm-dd-sln Description Sketch Rec. No yyyy-mm-dd-sln Description Sketch Rec. No yyyy-mm-dd-sln yyyy-mm-dd-sln Description Sketch Rec. No yyyy-mm-dd-sln yyyy-mm-dd-sln yyyy-mm-dd-sln yyyy-mm-dd-sln yyyy-mm-dd-sln yyyy-mm-dd Revision Sent for site visit/estimate yyyy-mm-dd	[Signature	of the Dear	ı (IRI)]						/_ ate: (dd / m	m /)
Requisition details Name Phone Dept/Sec PF Email Description Sketch Rec. No				F	OR DEAN	 I (IRI)	OFFICE	 E USE					
Will require new foot print sqm Will create usable space sqm Entered in space database As per Institute Policy Yes No Remarks: Sources of funds Institute Department/Section Projects Others Building I/C Civ I/C_Elect I/C_AC Checked Passed Approved Note: Assistant/ Superintendent OIC Dean (I	_		e Ph						ion	Sketch	yy		
Sources of funds Institute Department/Section Projects Others Building I/C Civ I/C_Elect I/C_AC Checked Passed Approved Note: Instructions Dean (I	Will require new	foot print	•	sqm	Will create	e usable	space		sqm			2	
Building I/C Civ I/C_Elect I/C_AC Checked Passed Approved Note: Instructions Dean (I			Yes	Yes No Remarks:									
Checked Passed Approved Note: Instructions Assistant/ Superintendent OIC Dean (I			Institute						Projects	I/C AC	Oth	ers	
Note: Assistant / Superintendent OIC Dean (I orded Sent for yyyy-mm-dd Clarifications yyyy-mm-dd Revision Sent for site visit/estimate yyyy-mm-dd yyyyy-mm-dd yyyy-mm-dd yyyyy-mm-dd yyyyy-mm-dd yyyy-	9							<u> </u>			ed		
_			Note:				OIC	Instruction	ons	••			Dean (I
	orded Sent for	N717777	mm-dd	Clarifi	cations	vvvv-mm	a-dd Revisi	on T	Sent for	site vicit/ect	imate	17/17/1	v-mm-dd
			uu			уууу-11111						ууу)	y -111111-UCI

^{*} All blank fields in Table 1 are mandatory