

**Indian Institute Of Information Technology, Allahabad**  
Devghat, Jhalwa, Allahabad

**Request for Additions / Alterations in Existing Building(s)**

The Director ,  
IIIT-Allahabad ,  
Jhalwa, Allahabad- 211012

Date:.....

Sir,

Following Additions / Alterations are requested to be kindly approved to facilitate special requirements of our..... division / .....lab .

Additions / Alterations are required in Room No..... of CCI / II/ III / LT / Admin Block / Library / ..... Building (Pl. Specify)

SI. No.	Work Description	Tangible Benefits that are intended to be derived out of this proposal

Thanking You in Anticipation,

Yours Faithfully,

(Signature of Proposer)

Name: of Proposer:.....

Designation :.....

Recommendations of Divisional Head / Sectional In-Charge:

Recommended / Not Recommended as per above Comments

(Signature of Divisional Head)

1. Approved / Not Approved
2. Deputy Registrar looking after Maintenance is desired to put up the Technical Feasibility Report of the above premises for the desired work. In case of Positive Technical Feasibility, Preliminary Estimate may also be put up.

(Director)