



**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY
ALLAHABAD**

Form: 116

Office of the Dean of Infrastructure, IWD, Estate

WORK COMMENCEMENT FORM

[This form should be filled by Engr. I/C (IWD) and submitted to Dean (IRP) before start of any work]

Name of the Work	
Request Number*	

Contract Details

Contract Agreement No:			
Contract Amount		Contract Award date	
Stipulated Date of start of work		Stipulated Date of completion	
Date of handover of site		Actual Date of start of work	
Name of Contractor		Phone/ Mob No.	
Name & Address of Organization			
Are any subcontractors working on project?	Yes	No	
<i>Please list the subcontractor names and assigned type of work. (Attach separate sheet if needed)</i>			

Work Initiation details

Name of I/C		Phone/ Mob No.	
Designation:		Email:	@iita.ac.in
Work Order No		Work order Date	
Is the copy of Contract agreement send to Dean (IRI) office	Yes	No	
Has the contractor submitted a time and progress chart in accordance with Clause 5? <i>(If yes, please attach a copy of the documents with this form)</i>	Yes	No	
Has the contractor submitted a quality assurance program? <i>(If yes, please attach a copy of the documents with this form)</i>	Yes	No	
Is a preconstruction meeting held before the start of work?	Yes	No	
Location/Date of meeting			
<i>Please select if necessary, action is taken for safe completion of work. (Add details on separate sheet if needed)</i>			
<input type="checkbox"/> Lines of Communication	<input type="checkbox"/> Emergency No's	<input type="checkbox"/> Parking/Work area access	<input type="checkbox"/> Temporary facilities
<input type="checkbox"/> Cleaning /Disposal	<input type="checkbox"/> Service shutdowns	<input type="checkbox"/> Notify Neighbourhood	<input type="checkbox"/> Safety board and signage
Is any updated schedule prepared by Engr. I/C before start of work? <i>(Schedule updates should be sent to Dean (IRI) office before start of work and regularly on monthly basis)</i>	Yes	No	
Is there any significant delay in start of work?	Yes	No	
<i>Please explain the reasons for delay and attach the copy of any notice given my contractor as per Clause 5 and the permission through EOT forms as applicable</i>			
Are all the drawings/design/ specification provided to the contractor as per schedule of drawing for proposed work?	Yes	No	
<i>Please explain if any changes are required (Extra work, material specification, drawing, design changes etc and the record of any delay from the architect.</i>			

(Signature of the I/C)

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

• **For Dean (IRI) Office Use**

105S receiving date	Is the start of work as per CA?		YES	No
	Expected Date		No of days delayed	
Checked	Passed			
Assistant/ Superintendent	Note:			
	OIC			
Recorded	Sent for clarifications	yyyy-mm-dd	Clarifications Received	yyyy-mm-dd
			Revision Recorded	
			Sent for further processing	yyyy-mm-dd