



Office of the Dean of Infrastructure, IWD, Estate

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

1. Requisition initiated by Dean (IRI) Office / Estate Office

Name		Phone/Mob No.								
Dept./Section	PF No:	Email:	@iita.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>										

(Signature of the requisitioner)

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

2. To be filled by the Dean (IRI) #

<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 Dean (IRI)]

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

FOR DEAN (IRI) 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	Building	I/C Civ		I/C_Elect			I/C_AC		
Checked		Passed				Approved			
Assistant/ Superintendent		Note:				Instructions			
		OIC				Dean (IRI)			

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**