INDIAN INSTITUTE OF TECHNOLOGY KANPUR
Computer Centre

Internet Port Requisition Form

Requisition submitted by (must be a regular employee of the Institute**)**

Name		Phone/ Mob No.											
Dept./Unit		PF No:		Email:								@iitk.ac.in	

Short description of the request highlighting the location and the number of ports required

_____   _____   _____/_____/_____
(Signature of the Requisitioner)   (Recommendation of HOD)   Date: (dd / mm / yyyy)

For Office Use*

Request number					_					-			
Recommended			Recommended			Approved							

Assistant/Superintendent of office	Engineer in Charge (Networking Infra)	DDIA

*The second half of the duly filled requisition form should be send by computer centre to IWD for initiating the electrical work

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For IWD Use**

Request number					_					-			

Details of wiring / power request for approved Internet ports

Location of the building	
Number of ports approved	
Comments/Special Instructions	

Signature of the Superintendent, Computer Centre   _____/_____/_____
Date: (dd / mm / yyyy)

Comments/Special Instructions by concerned AE/JE, IWD if any

Signature of concerned JE/AE, IWD   _____/_____/_____
Date: (dd / mm / yyyy)

**A copy of the IWD use form should be attached with DOIP 101 if expenditure sanction for the work is required through capital budget