

Indian Institute of Technology Kanpur
Office of Infrastructure & Planning

DOIP/IITK/2023/OO-29-05-01

Date: 29/05/2022

Office Order

Subject: Implementation of upgraded Forms 104 & 104M for better Project Management.

In last few years, the Institute has grown significantly in terms infrastructure assets. Consequently, the number of maintenance requests has also gone up. Many of these requests are complex in nature and require field visits of SE and EEs. Hence, in order to reduce the burden of paperwork on SE and EEs for routine maintenance works and free up valuable time for site works, Forms 104 & 104M (attached) have been upgraded.

Henceforth, these forms must be used for all estimate preparation.

This Office Order is issued with the approval of the Competent Authority and this is for the necessary information to all concerned.



Dean, Infrastructure and Planning

Copy to:

1. Dy. Director
2. ADPI-I
3. ADPI-II
4. HOS, IWD
5. OIC, OIC-2 (DOIP)
6. All IWD Engineers
7. Web master- for circulation among all concerned