



**INDIAN INSTITUTE OF TECHNOLOGY KANPUR**  
**Office of the Dean of Infrastructure & Planning**

DOIP: 119

**Occupation Intimation Form**

*(This form should be filled by EIC/verified by DOIP office representative and should be submitted to DOIP office with 107 C)*

<b>Basic information</b>		DOIP 101 Rec. No/DOIP 101 No:	
Type of House/Apartment	Type VI/V/IV/III/II/I/FA/ RP/Any other (Describe)	House/Apt Number	
Floating Date		Allotted Date	
Work Completion Date		Allottee Intimation Date	
Name of the Occupying Resident		Phone/ Mob No.	
Dept./Section	PF No:	Email:	@iitk.ac.in
Date of handing over			
Name of the staff of IWD handing over the house		Contact Number	
Name of the DOIP staff present during the taking over the house		Contact Number	
Is the accepted inventory checklist attached with this form	Yes / No		
Electric Meter Reading (Photo to be attached)		CUGL Meter Reading (Photo to be attached)	
Security Deposit Paid*	Yes / No		

\* Only for Non-IITK employee

**Signatures**

ZIC (Electrical)		ZIC (Civil)	
<b>Date</b>		<b>Date</b>	

Person Handing Over (DOIP staff)		Resident/Person taking over	
<b>Date</b>		<b>Date</b>	

**For DOIP Office Use**

Sl No.	Document	Comments
1.	Verified inventory list attached	Yes/No
2.	Photograph of electrical meter reading attached	Yes/No
3.	Photograph of CUGL meter reading attached	Yes/No
Checked  JTS/ JE		Passed and part of mandatory document 107 C for bill submission  Note:  OIC2/OIC1

Recorded	Sent for clarifications	yyyymmdd	Clarifications Received	yyyymmdd	Revision Recorded	Passed for bill submission	yyyymmdd
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CC:

- Estate Office
- DOAD

**Note:**

- DOIP office will coordinate with Estate Office/DOAD for the CUGL and Electric reading data for billing purpose