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)			Chief Engineer (Networks)						

*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