



# 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:													

*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

#### 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