



INDIAN INSTITUTE OF TECHNOLOGY KANPUR

Computer Centre

Internet Port Requisition Form

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

Name	Kartikey	Phone/ Mob No.	6	5	4	6	5	4	6	5	4	7
Dept./Unit	Statistics	PF No:	5465444	Email:	kartikey20@iitk.ac.in							
<i>Short description of the request highlighting the location and the number of ports required</i> 5 ports												

(Signature of the Requisitioner) (Recommendation of HOD) Date: 30 / 6 / 2024
(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