



INDIAN INSTITUTE OF TECHNOLOGY BOMBAY
Electrical Works Division (EWD)

No. EWD/AV-BC/REQUISITION-FORM

Sub: Requisition form for Biometric Reader and/or Biometric Access Control and/or NTP Clocks

Note to the Requester

This form should be filled by an IITB employee after consulting the respective department or section head. EWD is unable to accept any form that does not have endorsement of concerned Head on this form. Completing this form and submitting to EWD does not ensure that the request will be treated as approved and is ready to be implemented.

a. Name of Requester: _____

b. Department / Section: _____

c. Designation / Contact Information: _____

d. Purpose ☐ Institute Staff Attendance ☐ Student Attendance
(Tick Whichever ☐ Project Staff Attendance ☐ Casual Labour Attendance
is/are Applicable) ☐ Biometric Access Control ☐ Other _____

e. Which Room/s do you want to install the Biometric reader and/or Biometric Access Control.

Room # / Name	User / Seating Capacity	Room # / Name	User / Seating Capacity

f. Do you want to install NTP Clocks? (<http://www.ntpclock.com>). You can say 'as above'

Room No. / Name	No. of clocks

g. Do you already have readers installed in your department/section? (Attach paper if the list is long)

Room No. / Name	Seating Capacity	No. of readers already installed

h. Proposed Funding source: _____
(Example: Your department fund, Inst. Fund, Special pre-approved fund)

i. Any additional remarks: _____

Signature (with date) of Requester

Through: Signature (with date) of HoD

To, Executive Engineer (Electrical)

Remarks of Executive Engineer (Electrical)

signature of Executive Engineer (Electrical)