

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY  
Electrical Maintenance Division (EMD)

**No.** EMD/INSTRUMENTATION/ CCTV/REQUISITION-FORM-2021

**Sub:** Requisition form for CCTV works

**Note to the Requester**

This form should be filled by an IITB employee after consulting the respective department or section head. EMD is unable to accept any form that does not have endorsement of concerned Head on this form. Completing this form and submitting to EMD 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: \_\_\_\_\_

**e.** Details of proposed area to be covered under CCTV surveillance:

	Location/Room /Area Name	User /Area Approx Coverage req.
1		
2		
3		
4		
5		
6		

**f.** Do you already have CCTV system installed in your department/section?

Number of existing cameras	Room /Area Name	Type of system
		Server based <input type="checkbox"/> Distributed <input type="checkbox"/>
		Analog <input type="checkbox"/> IP based/Digital <input type="checkbox"/>

**g.** Proposed Funding source: \_\_\_\_\_  
(Example: User's department fund, Inst. Fund\*, Special pre-approved fund)

\*In case of institute fund, please attached details of approval done by institute competent authority

**h.** 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)