



INDIAN INSTITUTE OF TECHNOLOGY KANPUR
Office of the Dean of Infrastructure & Planning

DOIP: 105C

Work Commencement Form

(This form should be filled by ZIC/EIC and submitted to DOIP Office before start of any work)

Name of the Work*																			
Request Number*																			

Contract Details

Contract Agreement No:*																			
Contract Amount							Contract Award date												
Stipulated Date of start of work							Stipulated Date of completion												
Date of handover of site							Actual Date of start of work												
Name of Contractor*							Phone/Mob No.												
Name & Address of Organization																			
Are any subcontractors working on project?*													Yes	No					
<i>Please list the subcontractor names and assigned type of work. (Attach separate sheet if needed)</i>																			

Work Initiation details

Name of ZIC*							Phone/Mob No.												
Designation:							Email:	@iitk.ac.in											
Has the contractor submitted a time and progress chart in accordance with Clause 5? <i>(If yes, please attach a copy of the documents with this form)</i>													Yes	No					
Has the contractor submitted a quality assurance program? <i>(If yes, please attach a copy of the documents with this form)</i>													Yes	No					
Is a preconstruction meeting held before the start of work?													Yes	No					
Location/Date of meeting and any other details																			
Minutes of the Meeting submitted to pcc_doip with a copy to oic2_doip	Yes / No																		
Notice issued to the contractor a priori for mobilization of manpower and T&P*	Yes / No																		
Please select, if necessary, action is taken for safe completion of work. <i>(Add details on separate sheet if needed)</i>																			
<input type="checkbox"/> Lines of Communication	<input type="checkbox"/> Emergency No's	<input type="checkbox"/> Parking/Work area access	<input type="checkbox"/> Temporary facilities																
<input type="checkbox"/> Cleaning /Disposal	<input type="checkbox"/> Service shutdowns	<input type="checkbox"/> Notify Neighbourhood	<input type="checkbox"/> Safety board and signage																
Is any updated schedule prepared by EIC before start of work? <i>(Schedule updates should be sent to pcc_doip with a copy to oic2_doip before start of work and regularly on monthly basis)</i>													Yes	No					
Is there any significant delay in start of work?													Yes	No					
<i>Please explain the reasons for delay and attach the copy of any notice given my contractor as per Clause 5 and the permission through EOT forms as applicable</i>																			

Are all the drawings/design/ specification provided to the contractor as per schedule of drawing for proposed work?	Yes	No
<i>Please explain if any changes are required (Extra work, material specification, drawing, design changes etc and the record of any delay from the architect.</i>		

(Signature of the ZIC)

Date: (____/____/____)
(dd / mm / yyyy)

(Signature of the EIC)

Date: (____/____/____)
(dd / mm / yyyy)

- For DOIP Office internal use

In Charge PCC Cell, DOIP	OIC2/OIC1

(Proposed action plan if any)