

Indian Institute of Technology, Kanpur
Office of the Dean of Infrastructure and Planning

DOIP/IITK/2021/OO-23-11-01

Date: 23/11/2021

OFFICE ORDER

Subject: Implementation of Redesigned Forms for Better Project Management

The attached table lists the redesigned forms to ensure efficient management of IWD projects in terms of timely delivery, cost estimation and work initiation, work completion, user satisfactions etc., while following the latest Govt. norms and Institute Policies. Henceforth, only these forms will be used.

This Office Order is issued with the approval of Competent Authority & is applicable with immediate effect.

This is for the necessary information to all concerned.



Dean, Infrastructure and Planning

Copy to:

1. Director
2. Dy. Director
3. Registrar
4. Jt. Registrar, F & A
5. SE, IWD
6. Web master - for circulation among all concerned

Table 1: List of Forms as on Nov 17, 2021

Sl. No.	Form	Description of Form
1	101	Work Requisition (submitted by an employee (other than project employee) of the institute)
2	101A	Work Requisition (initiated by DOIP office & Campus Care)
3	103	Site Visit
4	104	Estimate Approval
5	104A	Approval for Additional Expenditure Sanction
6	104J	Justification of Tender for all applicable works
7	104M	Minor Estimate Approval (Annexure of Form 104)
8	104N	TS & NIT Information
9	104N Annexure	Annexure to 104N
10	104T	Memo Forwarding Tenders to Accepting Authority for works costing up to Rs. 30 Crore
11	104TA	Memo Forwarding Tenders to Accepting Authority for works costing more than Rs. 30 Crore and specialized works
12	104TB	Memo Forwarding Tenders to Accepting Authority for three envelope system
13	104TQ	Memo Forwarding to Accepting Authority for all call of quotations
14	105C	Work Commencement
15	105S	Work Commencement-Information on Performance Guarantee /Security Deposit
16	106P	Work Progress
17	106Z	Zonal Contract Progress Report
18	107	Work Completion
19	107C	Notification of Issue of Completion Certificate
20	107U	User Satisfaction Report
21	112	Construction Change Directive
22	113	Contract Extension Order*
23	114	Approval form for Extension of time (EOT) *
24	115	Grant of Exception for Submission of RA Bill /Escalation Bills
25	116	Extension of Time of Submission for Final Bill form

1. **Form 101:** Generated at the request stage
 - ✓ 101 Request No: Assigned at the financial approval stage and recorded as the project opening in DOIP project management system.
 - ✓ DOIP Form 101 is mandatory for all kinds of works/services/material/labor supply financial approvals except for regular maintenance.
 - ✓ 101 Request Number is mandatory for all works at 104 (Financial approval stage) except the ones executed through zonal contracts. Each works executed through zonal contracts are accounted as RA bills against main contracts and a separate 101 number is not required.
2. **Form 103:** Generated at site visit stage
 - ✓ Mandatory for all work requests which must be assessed at site.
3. **Form 104:** For all expenditure sanctions and for registration of the projects in DOIP online project management system
4. **Form 104M:** For all grouping of works
 - ✓ As an annexure of 104 form showing separate costing of all items. The CMB record of these works should also follow the same patterns
5. **Form 104A:** For all additional sanctions over and above the initial estimate sanctions if required
6. **Form 104N:** TS and NIT information form
7. **Form 104N Annexure:** In case of any cancellation of NIT/ quotation
8. **Form 104J:** For justification of tenders before opening the tender
9. **Form 104T:** Information and acceptance of all call of tenders for works costing up to 30 Crores
10. **Form 104TA:** Information and acceptance of all call of tenders for works for two bid system
11. **Form 104TB:** Information and acceptance of all call of tenders for works for three envelope system
12. **Form 104TQ:** Information and acceptance of all call of tenders for quotations
13. **Form 105S:** Information on Submission of PG
14. **Form 105C:** Information on start of work
15. **Form 106P:** Information on work progress submitted to accounts with RA bill
16. **Form 106Z:** Information on work progress of all zonal contracts
17. **Form 107C:** Notification of issue of completion certificate
18. **Form 107U:** Initiated by DOIP office to the user for feedback after completion of work
19. **Form 107:** Information on work completion submitted to accounts with FA bill
20. **Form 112:** Construction Change Directive (For prior approval of Extra item/ Deviation item/ substituted items)
21. **Form 113:** Contract extension order for Annual contracts
22. **Form 114:** EOT form for extension of time
23. **Form 115:** Exception of time for submission of RA bill/Escalation bills
24. **Form 116:** Exception of time for submission of Final Bill