Indian Institute of Technology Kanpur

Department of ______________________________

Date: __________

Manpower/Labor Requisition Form

1. Name of Indenter: __________________________________________________________________________________

2. Designation: ________________________________ PF No: _________________________________________________

3. Department/Lab: ___________________________________________________________________________________

4. No. of Manpower/Labor required: ________________________________________________________________

5. Work Descriptions: ______________________________________________________________________________

6. Category: Unskilled/Semi Skilled/Skilled/Highly Skilled (Please ✓ at appropriate category)

7. Period of employment: From: ______________ to ______________

8. Details of previous approval obtained (if any): __________________________________________________________

9. Payment made from Budget Head: __________________________________________________________________

Recommendation

Head of Department __________________________ Signature of Indenter __________________________

Approved

Dy. Director /Director

For use of Account Section

Sanction No. ______________ Date: __________

Funds Available/Not Available: ________________________________________________________________

Amount Committed: ________________________________________________________________

Signature of Accounts Official __________________________

PLEASE NOTE

1. Requisition form should be submitted to the Account Section for committing of expenditure before obtaining approval of the Dy. Director/Director.

2. After obtaining approval of the Dy. Director/Director original copy of approval needs to be sent to the Account Section.