REQUIREMENT FOR SECURITY GUARD/ EXTRA SECURITY GUARD

1. Place:__________________________________________

2. Period from: D M M Y Y Y Y To D M M Y Y Y Y

3. Time from:__________ AM/PM To__________ AM/PM

4. Purpose:____________________________________________

5. Indenter Name:__________________________________________

   PF No /Roll No_____________________________

   Department/Hall:____________________________

   Signature:__________________ ASAP

6. Payment to be made from (Please tick any one):

<table>
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<tr>
<th>Please tick</th>
<th>DPA</th>
<th>HDF</th>
<th>DCF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Number</td>
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Signature__________________________________________ Date___________

HOD /WARDEN/ DOSA

IMPORTANT:
1. Requirement for security guards or deployment of extra guards should be sent to the SO/ASO on duty in the prescribed form at least one day in advance.
2. In emergency, telephonic request may be entertained. However, the filled-in form will have to be submitted within 3-working days to the security section.
3. Payment (at current rates) for one security guard @Rs.462/- for eight hours.

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