



**भारतीय प्रौद्योगिकी संस्थान कानपुर**  
**Indian Institute of Technology Kanpur**  
**अधिष्ठाता प्रशासन कार्यालय**  
**Office of Dean, Administration**

Date:

**Manpower/ Labour Requisition Form (Work Assignment)**

1.	Project No.			
2.	Head/Faculty-in-charge/Officer-in-charge		PF No.	:
3.	Department/ Lab			
4.	Budget Head	Wages (Salary)		
5.	Agency Name (Please select any one of them)	1. Impressions Services Pvt. Ltd. 2. Sybex Support Services Pvt. Ltd. 3. Balaji Security Servies Private Limited 4. Corporate Housekeeping Services (India) Private Limited 5. Gretis India Pvt. Ltd.		
6.	Category (Please <input checked="" type="checkbox"/> at appropriate category)	<b>Unskilled (A)</b>		<b>Semi-skilled (B)</b>
		No. of Manpower:		No. of Manpower:
7.	Total Number of Manpower/ Labour required (A+B)	(For working days only i.e., excluding Sunday, Saturday & Gazetted Holiday)		
8.	Period of employment	From	To	
9.	Details of previous approval obtained (copy attached)			
10.	Work Description			
Forwarded				
Head/Faculty-in-charge/Officer-in-charge				

For DOAD Office Use			
a.	Project Expiry Date	:	
b.	Funds available in Project	: Yes/ No	
c.	Amount	: ₹	
d.	Number and Date	:	
Dealing Assistant		Approved	
Dealing Assistant		Dean, Administration	
Dealing Assistant		Joint Registrar (DOAD)	

**Note:** For the payment of bill, please use Form No.: **DOAD-IP-212** and submit it to Office of Dean, Administration.