**Form No. :DOAD-IP-301**



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

Date:

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. | Project No. | | : | | | | | | | | |
| 2. | Name of PI/ Head of the Department | | : | | | | | | PF No. | : | |
| 3. | Department/ Lab | | : | | | | | | | | |
| 4. | Budget Head | | : Wages (Salary) | | | | | | | | |
| 5. | Agency Name  (Please select any one of them) | | 1. Tikkan Lal Khatri & Sons 2. E-Vision Implementation Services Private Limited 3. Easy Source HR Solutions Private Limited 4. Sigma Staffing Solutions Private Limited | | | | | | | | |
| 6. | Category (Please 🗹 at appropriate category) | | : **Unskilled (A)** | | | | **Semi-skilled (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 (if any) | | : | | | | | | | | |
| 10. | Work Description | | : | | | | | | | | |
| Forwarded  Signature of PI/ Head of the Department | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **For DOAD Office Use** | | | | | | | | | | | |
| a. | Project Expiry Date | | | : | | | | | | | |
| b. | Funds available in Project | | | : Yes/ No | | | | | | | |
| c. | Amount | | | : | | | | | | | |
| d. | Number and Date | | | : | | | | | | | |
| Assistant | | Incharge | | Dy. Registrar (Admin) | | | | Approved  Dean | | | |