**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 | : |
| ForwardedSignature 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 |