



Version May 2014

Work Requisition Form 2 – For Hiring Manpower / labour on Daily Rate

1. Period : Short Term (----- days) / long term -----(months/year) 2. Mode : LT/SQ/PT
 3. END USE: 4. BUDGET HEAD :
(Please do not club Plan / Non plan work on single WR)
 5. Place of Work:
 6. Full description of the Jobs for which manpower is required: _____

 7. Number of employees required
Workers : i) Unskilled _____ ii) Semi-skilled _____ iii) Skilled _____
(Supervisors)
 8. Whether requirement involves shift duties – Yes / No
 9. Name, designation, Id Code of the Indentor:
 10. Approximate Cost Rs.
 11. Enquiries to be sent to [Suggested party(s)]
(Please attach separate sheet if required)
 12. Special Instruction, if any -
(Please attach separate sheet if required)
 13. Period of work to be started from _____ To _____
- Daily/Monthly rates as per ALCP : Unskilled Rs. ----- Semi-skilled Rs. ----- Skilled Rs....

Sign
Indentor

Sign
Reporting Officer
(Other than Group Head)

Sign
Group / Section Head
Recommending (above Rs. 1 Lakhs)

Sign
Administrative Officer

Sign
Dean
Recommending (above Rs. 10 Lakhs)

Sign
Centre Director
Approving authority in all cases
Date