

Standard Operating Procedure for Filling Work Requisition Form -2 **(for Labour/Manpower engagement)**

A Work Requisition Form-2 is to be filled for hiring of manpower in any category for short term/long term services/works. The manpower can be hired through an agency / person / contractor who is having licenses to that effect.

This will be dealt by the Administrative Officers at respective headquarters. The indenter has to communicate their requirement duly discussed and approved by the concerned Reporting Officer, having proper delegation.

This Work Requisition should not be used for job work or items to be made.

LT (Limited Tender)- Enquiries will be sent to as many as possible parties to give wide scope and get desired manpower as per our requirements. Indenter can suggest name of parties having valid Permanent Account Number (PAN. Purchase section can add few more and send enquiries. One cannot insist for a particular person to be engaged.

SQ (Single quote) – This is required when a particular labour contract is to awarded to a specific party. This requires enough technical justification in a separate certificate called Single Quote Certificate duly approved by the competent authority viz. Dean GO/Dean NCRA /CD, to be enclosed with the Work Requisition Form-2.

3. End Use - The usage / need of job/work are to be mentioned briefly.

4. Budget Head – Each section has been allocated certain budget heads (plan / non plan) through which money is to be spent. After consulting with the GC, this can mentioned.

5. Place of work - As per requirement this can be mentioned either at GMRT Khodad or NCRA Pune.

6. Description of work – Detailed description of manpower requirement with details of works/activities is to be mentioned.

7. Name, designation, ID Number of Indenter is to be mentioned.

8. Approximate Cost – Detailed cost estimates based on the labour payment (decided by the administration) is to be mentioned

9. Enquiries to be sent to: Enquiries are to be sent as many parties as possible in case of limited tender by Purchase (min 7). However, depending on urgency, the number of enquiries can be limited to few parties to avoid delay subject to approval of the competent authority viz. DEAN GO/Dean NF /CD.

a) For Limited Quotes / Tenders :- Please suggest names of known parties as per your knowledge. Purchase section can add more names and will send enquiry to all.

c) For Public Tender – Tender Notices, if any, are to be sent to any party/parties inviting their attention are to be specified, with their addresses.

d) For single quote – please mention the name of party with technical justification. A single quote certificate duly approved is to be enclosed.

10. Special Instructions if any – Please specify anything special relevant to work(s).

11. Work to be completed: (Time Limit) – Please mention the time scale / period when you want to get services.

12. Indenters Sign / date – Please sign and put the date.

13. Recommending Authority – Forward your work requisition to your Reporting Officer for recommendation. Recommending authority will forward the WR-2 to the Administrative Officer for further processing.

14. Approving Authority-

PLEASE NOTE THAT FOR MANPOWER ENGAGEMENT, ONLY THE CENTRE DIRECTOR / DEAN, GMRT OBSERVATORY / DEAN ARE AUTHORISED TO APPROVE.

General:-

1. Work Requisition Forms in the absence of concerned Group Co-coordinator, can be forwarded to the Dean, GMRT Observatory /Dean for approval, after intimation to the concerned Group Coordinator. Please provide soft copy when the specification data, drawings are made separately.
2. The filled Work Requisition Form – 2 needs to be forwarded to the Administrative Officer at GMRT or NCRA wherever manpower is to be engaged.