



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. Tikkan Lal Khatri & Sons Infratech Pvt. Ltd. 2. E-Vision Implementation Services Private Limited 3. Easy Source HR Solutions Private Limited 4. Sugs Lloyd Private Limited 5. Tvishi Services Private Limited		
6.	Category (Please <input checked="" type="checkbox"/> 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 (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	Jr. Supdt./ Supdt.	Asst. Registrar (Admin.)	Deputy Registrar (Admin.)	Approved Dean, Administration

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