



SECURITY SECTION
REQUIREMENT FOR SECURITY GUARD

1. Place: _____

2. Period fm:

D	D	M	M	Y	Y	Y	Y

 To

D	D	M	M	Y	Y	Y	Y

3. Time from: _____ am/pm To _____ am/pm

4. Purpose: _____

5. Indenter Name: _____

PF No /Roll No _____

Department/Hall: _____

Signature: _____

6. Payment to be made from (Please tick anyone):

Please Tick	Departmental Promotional Account (DPA)	Hall Development Fund (HDF)	Dean's Capital Fund (DCF)
Project Number			

Signature: _____

Date _____

HOD/WARDEN/DOSA

IMPORTANT:

1. Requirement for security guards or deployment of extra guards should be sent to the SO/ASO on duty in the prescribed form at least one day in advance.
2. In emergency, telephonic request may be entertained. However, the filled-in form will have to be submitted within 3 working days to the security section.
3. Payment (at current rates) for one security guard @ Rs. 795 + 18% GST.

-----For Office Use Only-----

SO/ASO