

PROFORMA FOR CONTRACTUAL MANPOWER REQUEST

S.No	Details of work/services done by the section	Name & type of (whether regular/contractual) staff who is presently performing respective work mentioned in column 2		Number & Nature of new Manpower required				Details of task lying unattended in the section for which new manpower required	Sanctioned Strength of the section as on 18 th Sept. 2013	Duration for which manpower required	Remarks, if any
		Name of staff	type of (whether regular/contractual) staff	Highly skilled	Skilled	Semi skilled	Un skilled				
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											

HOD (Name & Signature)

(Attach separate sheet if required)

(Proforma must be provided in printed form, Hand written proforma will not be accepted)