

# Indian Institute of Technology Kanpur

Department of \_\_\_\_\_

Date: \_\_\_\_\_

## Manpower/Labor Requisition Form

1. Name of Indenter: \_\_\_\_\_
2. Designation: \_\_\_\_\_ PF No: \_\_\_\_\_
3. Department/Lab: \_\_\_\_\_
4. No. of Manpower/Labor required: \_\_\_\_\_
5. Work Descriptions: \_\_\_\_\_
6. Category: \_\_\_\_\_ Unskilled/Semi Skilled/Skilled/Highly Skilled  
(Please ✓ at appropriate category)
7. Period of employment: \_\_\_\_\_ From: \_\_\_\_\_ to \_\_\_\_\_
8. Details of previous approval obtained (if any): \_\_\_\_\_
9. Payment made from Budget Head: \_\_\_\_\_

### Recommendation

Head of Department

Signature of Indenter

Approved

Dy. Director /Director

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For use of Account Section

Sanction No. \_\_\_\_\_

Date: \_\_\_\_\_

Funds Available/Not Available: \_\_\_\_\_

Amount Committed: \_\_\_\_\_

Signature of Accounts Official

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### PLEASE NOTE

1. Requisition form should be submitted to the Account Section for committing of expenditure before obtaining approval of the Dy. Director/Director.
2. After obtaining approval of the Dy. Director/Director original copy of approval needs to be sent to the Account Section.