

## Manpower Requisition Form (Updated on 05.01.2023)

**(In the case of Online Filling, Press Ctrl + S to save the form & no need for the signature.)**

### **Section 1- Originator:**

Name: ..... Employee Code: .....  
Designation: ..... Department: .....  
Position/Title: ..... Date Required.: .....  
Employment Type: Regular  Contractual  No. of Vacancy: .....  
Budget on the candidate (INR): ..... Position Status: New  Replacement

#### **Reason for Request:**

.....  
.....  
.....  
.....

#### **Deployment:**

Place of Work: ..... Reporting To: .....

Job Description:

.....  
.....  
.....  
.....  
.....  
.....  
.....

#### **Requirement:**

Qualifications: .....

Experience: .....

Skill Sets: .....

Any other requirements: .....

Signature: ..... Date: .....

Remark: .....

.....

- **After filling, please send this form to Section 2.**

**Section 2- Concerned HOD:**

Provisionally Approved  Disapproved

- If disapproved, please give it back to the originator.
- If provisionally approved, please send it to next section.

Name: ..... Signature: ..... Date: .....

Remark: .....

***Forward/ Handover the form to Section 3.***

**Section 3- HR Head/Management (as per policy):**

Approved  Disapproved

- If disapproved, please give it back to the concern HOD.
- If approved, please make 2 copies and send one copy to concern HOD and another to the recruiter.

Name: ..... Signature: ..... Date: .....

Remark: .....

***File this form in manpower requisition file.***

Remark: .....

Name: ..... Signature: ..... Date: .....

----- ***End of Form*** -----