

Jaypee Institute of Information Technology

Manpower Requisition Form

(This portion is to be filled by person asking for manpower)

PART - I

Date of Requisition	
Time of Requisition	
Department Name	
Department Location	
Date & Time Manpower required	
Reason for asking for manpower	
No. of persons required	
Manpower requested by (name and signature)	
Signature of HOD	

PART - II

(This portion is to be filled by Admin. Department)

Date Requisition received	
Time Requisition received	
Date & Time possible to spare manpower	
Manpower detailed from ABB-I, II, III or elsewhere	
No. of persons detailed	
Manpower arranged through (name and signature)	
Remarks if any	

Duty Hours	
Overtime	

CAM

Admin. Mgr.

OIC House Keeping