



Reference No. ....

Date:.....

**STAFF REQUISITION FORM (INTERNAL POST)**

Wing/Services.....

Department/ Division/ Units	Post	Place of Posting	Grade required	Qualification required	Experience required	PSA for the post	Justification (Attach separate sheet if required)

*Note : Please attach Terms of Reference for each post.*

**Prepared by:**  
**(Concerned Department HR Focal Person)**

**Reviewed by:**  
**(HW/HOS/HOD)**

**Recommended by:**  
**(HRAD)**

Signature  
Name:  
Designation

Signature  
Name:  
Designation:

Signature  
Name:  
Designation:

**Remarks of the Managing Director, BPC**