Reference No. Date :...../...…./……..

STAFF REQUISITION FORM

Services/ Department :……..

Sl. No.	Services/ Department/ Division/ Units	Post	Number of Posts approved	Existing number of staff	Additional staff requested	Employment (Regular/ Contract)	Qualification/ experience requirement	Justification (Attach separately if required)
TOTAL								

Note : Please attach Job Description and person specification for each post.

Prepared by:
(Concerned Dept HR Focal Person)

Reviewed by:
(Head of Services)

Reviewed by:
(HRAS)

Signature:

Name :

Designation:

Signature :

Name :

Designation:

Signature:

Name :

Designation:

Remarks of Managing Director, BPC :