

Form A: Manpower Requisition Form

1. Name of PI:
2. Project Number:
3. Affiliation of PI:
4. Project Title:
5. Approved Budget for manpower (Please attach document related to Project and Budget approval):

Approved Budget (Manpower) as per Sanction Order TIH/iHub Drishti/Project/2021-22/.....	Already allocated Budget	Remaining Budget

6. Required Budget allocation (Please attach JD):

Job Title (As per approved project)		
Consolidated salary per month (As per approved project)		
No. of Candidates		
Duration		
Total Budget Need:	INR	

7. Justification :

To Start the Project without further delay, we request to permit us to hire on an Ad-hoc Basis.

- For Ad-hoc appointment up to 6 months PI can select the candidates and no selection committee is required. Appointments for more than 6 months duration a 3 (Three) member selection committee is to be formed following the normal selection process.

Signature of PI:

Date:

Verified by:

Senior Executive Assistant
iHub Drishti Foundation

Manager-Finance
iHub Drishti Foundation

Approved by:

Chief Executive Officer
iHub Drishti Foundation

Project Director
iHub Drishti Foundation

Form B: Manpower Selection Form

1. Name of PI:
2. Project Number:
3. Affiliation of PI:
4. Project Title:
5. Job Title: (Adhoc Basis)
6. Candidates interviewed (Please attach CVs):

SN	Name	Email id	Phone no.
1			

7. Job Title: (Adhoc Basis)
8. Candidates selected(Please attach CVs):

SN	Name	Email id	Phone no.
1			

Signature of PI:

Date: