**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** |
| --- | --- | --- |
|  |  |  |

1. **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**  |

1. **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 Manager-Finance**

**iHub Drishti Foundation iHub Drishti Foundation**

**Approved by:**

**Chief Executive Officer Project Director**

**iHub Drishti Foundation 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** |  |  |  |

1. **Job Title: .......................................... (Adhoc Basis)**
2. **Candidates selected(Please attach CVs):**

| **SN** | **Name** | **Email id** | **Phone no.** |
| --- | --- | --- | --- |
| **1** |  |  |  |

 **Signature of PI: Date:**