



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर
Indian Institute of Technology Bhubaneswar

INSTITUTE CONTRACT/ OUTSOURCED MANPOWER REQUISITION FORM (New/ Renewal)

1. Renewal of Existing Deployment **OR**
New Deployment, please specify: _____.

2. Name of the School/Dept/Section/Office : _____

3. Present deployment of Manpower (Regular, Contract, Trainee and Outsourced) in the School/Dept/Section/Office:

Sl.	Name	Designation	Date of posting in the section	Present responsibilities assigned

4. For new deployment, please provide the following details:

S l.	Type of personnel required	No. of Personnel required	Nature of duties to be performed	Detailed justification for new deployment
	Clerical			
	Office Attender			
	Labour – Semi skilled			
	Labour – Unskilled			
	Others, please specify			

5. Essential Qualification and Experience required for the proposed new deployment:

Sl.	Type of Personnel	Minimum Educational Qualification	Minimum Experience	Maximum Age Limit

6. For Renewal of existing deployment, please provide the following details **along with the Performance Report as per the attached format:**

Sl.	Name of the personnel	Designation	Contract expiring Date	Proposed duration of Extension	Justification for retention of existing personnel

Date:

Signature of the Indenter

Name:

Designation:

P.T.O.

Head of the School/Dept./Section/Office Remarks:

Signature

Date:

To be filled by Establishment Section

No of persons presently deployed in the section:

Sl. No	Employment type	No. of personnel deployed
1	Regular	
2	Contract	
2	Outsourced	
3	Trainee	
Total		

Dealing Supt/ Asst.

Dy. Registrar/ Nodal Office Manpower

Recommended / Not Recommended

Registrar

Date:

Approved / Not Approved

Director

Date:

Forwarded to General Administration Section for further necessary action.



INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR

PERFORMANCE REPORT

1	Name of the School / Department / Section /Centre	:	
2	Name of the Outsource / Contract Personnel	:	
3	Type of Employee		
	a.	Technical Personnel	
	b.	Administrative Personnel	
4	Please specify in detail targets/objects/goals of work set for the Personnel in the order of priority and achievement against it up to 10 numbers. : (Please attach an extra sheet, if needed)		
	Targets / Objectives / Goals		Achievements
	1. 2. 3. 4. 5. 6. 7. 8. 9. 10.		1. 2. 3. 4. 5. 6. 7. 8. 9. 10.
5	Assignment of work in No. of hours/day	:	2, 4, 6 & 8
6	Integrity of the Employee	:	Doubtful / Beyond doubt
7	Attitude / Behaviour / Workman ship / Sense of responsibility / Discipline / Inter-personal relations	:	
8	Ability to work in a team	:	
9	Has he ever been reprimanded? Yes / No If yes, please specify the reasons thereof		
10	Overall Performance during last one year Below Average/ Good/ Very Good/ Outstanding	:	

Date:

Signature of the Head of Section / PIC /
Chairman of Centres / In charge of Lab / DR / AR / PS