

**Request for hiring of services in the project**  
**Through approved agency**

The hiring of the following services may kindly be approved in the interest of the work and to ensure timely completion of targets for project:

1. Name of the project : \_\_\_\_\_
2. Type of work : \_\_\_\_\_
3. Quantum of Work : \_\_\_\_\_  
(The requisite work should be quantum\*and Work Specific with & duration based so that the Agency be instructed to complete the Concerned work through their work source).
4. Unskilled I or II /Semi Skilled I or II/ Skilled /Highly Skilled I or II : \_\_\_\_\_
5. Mode of payment Monthly/single bill basis : \_\_\_\_\_
6. Expected duration to complete this work : \_\_\_\_\_  
\*Per day basis\*
7. Chargeable Project Grant No... : \_\_\_\_\_
8. The budget head : \_\_\_\_\_
9. Justification with the reason(s) as to why that work cannot be performed by the existing Project Staff -  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommended/Not Recommended

SIGNATURE OF  
COCERNING P.I

Head of the Deptt./Office

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**REPORT OF DEAN SRIC OFFICE**

Following is the fund position in the above project grant.

Fund budgeted in the budget head Rs....

Available fund in the budget head Rs....

Recommended that the work order as above may be given to the hiring agency the M/s Sybex Compute System Pvt. Ltd, for finalization of the work for the period from.....to.....

D.A. (Accounts)

Supdt.

AR

Dean SRIC