

**Requisition for Part-Time/Projects Contractual Services
(For Office/Hospitality and Lab./Technical Works etc.)**

(To be submitted only after receiving Administrative approval & Financial Sanction of the competent Authority)

1.	Name of Section/Department	
2.	Details of Administrative Approval (Copy Attached)	
3.	Details of Financial Sanction (Copy Attached)	
4.	Total period of work from (_____)	
5.	Detail of work for which persons are required to be engaged	
6.	No. of Persons Required	
7.	Specific qualification of the persons to be engaged (if any)	

DDO/Head of Department

Liaison Officer (Outsourcing)
CCSHAU, Hisar