

MANPOWER REQUISITION FORM

(Please strike off whichever is not applicable. Please fill in all the fields in the)

POSITION PROFILE

Profile Title & Code no.:

Number of vacancies:

Business Unit / Function:

Location:

Whether the vacancy is an:

- If **ADDITION**, what is the average cost budgeted for this?

If not budgeted, please provide justification for the Addition:

- If **REPLACEMENT**, then Name of resigned employee:
- Cost of Outgoing Incumbent _____
- Cost of Incoming Incumbent _____

Note: It is essential to have detailed Job Description along with this form for the position

Name & Signature of Initiating Manager	<input type="text"/>	Name & Signature of Head-Human Resources	<input type="text"/>
	Date:		Date:
Name & Signature of Business Unit Head	<input type="text"/>	Name & Signature of MD/ CEO	<input type="text"/>
	Date:		Date: