



No. VSSUT/ / /20

Date:

APPROVAL FOR HIRING OF CASUAL LABOR/STAFF

1. "Head of Account" Recurring (Sub Head: Man Power)
2. Name of Funding Agency:
3. Scheme of Project Grant:
4. Project Title:
5. Sanction Order No. and Date:
6. Name of Principal Investigator (PI):
7. Department:
8. Total Amount of Approved Grant: ₹
9. Total Approved Amount for Man Power: ₹
10. Total Released Amount for Man Power: ₹
11. Duration of Man Power (months):
12. Details of the casual labour/staff to be Engaged and Justification for the work

13.	Details of Payment to Casual Labor/Staff	A	Salary/Wage	₹
		B	TA/DA	₹
		C	Any other allowance	₹
		D	Total Payment	₹
14.	Total Financial Liability for Casual Labor/Staff			₹

Recommended and Submitted for kind approval for hiring Casual Labor/Staff as mentioned above.

Principal Investigator

Co-Investigator

Head of the Department

(Highlight the sanction order in the file)

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Remarks: Verified the details mentioned above and found satisfactory. Submitted for kind approval for to take assistance from expert as mentioned above.

Dealing Assistant

Associate to Dean (SRIC)