

Approval Note

Division : ALN

Application Date: 17-NOV-20

Approval Note No.: M171120001

Print Date &Time: 27-Jul-2021 14:07:56

Reg: Approval for hiring 2 IT ASSOCIATES for IT Department.

Mr. MR. ANUJ AGARWAL (40013328) forwarded a manpower requisition form approved by Mr. MR. MRITYUNJAY KUMAR (41018687) for hiring 2 IT ASSOCIATES for IT department.

The Manpower Review Committee reviewed and found the requirement justified.

Requirement	: New
Period of this position	: Regular requirement but on contract basis for One Year
No of Approved Requirement	: 2
Minimum Wage Category	: Graduate &Above
Budget Requirement	: Cost Center 0000032011

Additional Budget:

Tender Rate for Graduate &Above Category (Per Month) :

Annual Budget required for hiring 2 IT ASSOCIATES in SLA(incl GPA &GST) :

Budget Required for FY for hiring 2 IT ASSOCIATES :

Approval required for hiring 2 IT ASSOCIATES and Additional Budget of Rs. 50648.42 against the cost center 0000032011 . Rates are as per the rates finalized in the tender, which may subject to change based on the Delhi Govt. Minimum Wage revision and Tender.

Submitted for approval please.

Member Secretary Resource Planning:		
VIPRA JAIN (41001664)	ANIL CHILKURI (41014584)	RAMESH SHARMA (41018189)
Audit	HR	Budget
DHARAM JAIN (DHARAM)	VENKAT SREEDHAR (41016314)	.
F&A	C&M (Chairman)	CFO
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CTA		CEO



Job Description

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JOB Description:

For Software Development

MRF Form

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Manpower Requisition Form.

MRF Type:	MRF	Position:	IT ASSOCIATES
Period:	NA	Circle:	SOUTH
Division:	ALN	Requirement Type:	One Year
Replacement:	NA	Sub-Division:	GK 2
Department:	IT	Emp-id:	NA
Cost Center:	0000032011	Emp-Name:	NA
Posting:	NA	Vendor:	NA
Position:	IT ASSOCIATES	Justification:	New Job Profile
No of Position:	2	Category of Wages:	Graduate &Above
Qualification:	B.Tech -IT/ CS, MCA	Budget:	Total Buget: 689081.53, Avl Budget: 27.61
Budget Availability:	YES	Requisitioner:	PRASOON ANAND (PRASOON)
Reviewer:	MR. MRITYUNJAY KUMAR (41018687)	Approver:	MR. ANUJ AGARWAL (40013328)

Summary

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Summary- Committee Recommendation.

Members	Name / Emp ID	Requirement Justified	Reason for Recommendation	Related Information
O&M	NA	Yes/ No		
Business	NA	Yes/ No		
Audit	VIPRA JAIN (41001664)	Yes/ No	Concern by Chairman	
HR	ANIL CHILKURI (41014584)	Yes/ No	approved --	Internal
Budget	RAMESH SHARMA (41018189)	Yes/ No	approve budget	Additional
F&A	DHARAM JAIN (DHARAM)	Yes/ No	approve	benefit for organization
Chairman	VENKAT SREEDHAR (41016314)	Yes/ No	go	