

Approval Note

Division : NHP

Application Date: 29-AUG-20

Approval Note No.: M290820085

Print Date &Time: 15-Sep-2020 11:17:20

Reg: Approval for hiring 1 IT ASSOCIATES for IT Department.

Mr. app forwarded a manpower requisition form approved by Mr. rev for hiring 1 IT ASSOCIATES for IT department.

The Manpower Review Committee reviewed and found the requirement justified.

Requirement	: Replacement
Period of this position	: Regular requirement but on contract basis for One Year
No of Approved Requirement	: 1
Minimum Wage Category	: Graduate &Above
Budget Requirement	: Cost Center 0000070508

Additional Budget:

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

Annual Budget required for hiring 1 IT ASSOCIATES in SLA(incl GPA &GST) :

Budget Required for FY for hiring 1 IT ASSOCIATES :

Approval required for hiring 1 IT ASSOCIATES and Additional Budget of Rs. against the cost center 0000070508 . 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:		
NA	NA	Audit (audit)
O&M	Business	Audit
HR (hr)	Budget (budget)	F&A (fna)
HR	Budget	F&A
Chairman (chairman)	.	.
C&M (Chairman)		CFO
.	.	.
.	.	.
CTA		CEO



Job Description

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JOB Description:

JD Test done 29 august

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Manpower Requisition Form.

MRF Type:	MRF	Position:	IT ASSOCIATES
Period:	NA	Circle:	SOUTH
Division:	NHP	Requirement Type:	One Year
Replacement:	SLA	Sub-Division:	CSO
Department:	IT	Emp-id:	132433344
Cost Center:	0000070508	Emp-Name:	DILIP KUMAR
Posting:	PALAM	Vendor:	H.S.POWER PROJECTS PVT. LTD
Position:	IT ASSOCIATES	Justification:	New Job Profile
No of Position:	1	Category of Wages:	Graduate &Above
Qualification:	B.Tech -IT/ CS, MCA	Budget:	NA
Budget Availability:	YES	Requisitioner:	Requisitioner (req)
Reviewer:	rev	Approver:	app

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	Audit (audit)	Yes/ No	audit appro	
HR	HR (hr)	Yes/ No	ok hr	Internal
Budget	Budget (budget)	Yes/ No	approved budget	Transfer/ Additional
F&A	F&A (fna)	Yes/ No	qwe	erew
Chairman	Chairman (chairman)	Yes/ No	app chairman	