

NAME OF DIVISION/ SECTION \_\_\_\_\_

**PROFORMA FOR JUSTIFICATION OF REQUIREMENT OF CONTRACTUAL MANPOWER**

S. No.	Details of Work/services done by Section	Details of Staff						Justification for Continuation beyond 31 <sup>st</sup> March 2017	Indication the name/designation of staff retired during 2014, 2015 & 2016
		Regular		Contractual					
		Name of Staff	Designation	Name	Category	Date of Deployment at division/section	Details of work done during last six months		
1.									
2.									
3.									
4.									

**Signature of HOD**

**Note: (i) Filled up proforma should be legible.  
(ii) If required, separate sheet may be used.**