



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान भोपाल
(Security Wing)
Requisition for Security Personnel

Date:

1	Name of the Indenter		
2	Department		
3	Name of the Position required	I. Security Services : 1) Security Guards (Male/Female) 2) Security Supervisor 3) Gunman 4) Fire Guards 5) Driver cum Security Guards	
4	Required Nos. (Men / Women)		
5	Place of work		
6	Term (please tick)	Short term (up to 30 days to be approved by the SAEC)	Long term (Beyond 1 month to be approved by the Director)
7	Period	From	To
8	Current Wages	As per Govt. of India daily wage norms / Contract	
9	Agency to be outsources from	Bombay Intelligence Security, Bhopal / Others, specify	
Signature of the Indenter Name : _____ PF.No. _____		Recommended by:	
		HOD	Chairperson, SAEC
ADMINISTRATIVE APPROVAL as per Rules			
Director			
For Security Wing / F&A			
Original approval in the said category (a)	Additional Manpower on the current approval (b)	Total Manpower approved (a+b)	
I/c Security wing <i>(for Security Services only)</i>	Supdt. (S&P)	Asstt. Registrar <i>(Administration)</i>	

Copy forwarded for necessary Action by:

- } [1] Security Agency [2] Recommending HOD/Incharge
[3] Security Wing, IISERB [4] Jr. Superintendent (Pay & Allowances)