

Manpower Requisition Form

Department Name		Reason for Vacancy	
Designation		New Position	
Location		Existing employee churn (voluntary / involuntary)	
Position reporting to		Existing employee (role change / promotion / transfer)	
Budgeted (Yes / No)		Job Description attached (yes / no)	
Dimensioning attached (Yes / No) in case of new position		Key benefit to the Organization by this hire	
Can IJP be floated		Organizations to hire from	
Date of Vacancy		Hiring TAT	
Initiated by		Approved by	
Name		Name	
Designation		Designation	
Department		Department	
Approved Manpower in the department		Existing Manpower in the department	