



DATA REQUISITION SHEET FOR CREATION OF POSTS

Case Title	Request for creation of posts in _____		
Ministry		Organization	

In order to process the subject case, please provide below documents alongwith this Data Requisition Sheet and fill the corresponding check box accordingly.

S#	Requisite Information	Check Box (x) (✓) (NA)*																	
1	Existing Organogram of the Ministry/Department/Organization where the posts are proposed for creation																		
2	Approved Functions of the Organization																		
3	Copy of office order (or any other relevant document) through which any new function has been assigned to the organization																		
4	Work distribution among existing Wings/ Sections /Departments/ Units of the organization																		
5	Total sanctioned staff strength as per following format: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th rowspan="2">S.No.</th> <th rowspan="2">Designation</th> <th rowspan="2">BS</th> <th colspan="3">Staff Strength</th> <th rowspan="2">Remarks</th> </tr> <tr> <th>Sanctioned</th> <th>Filled</th> <th>Vacant</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	S.No.	Designation	BS	Staff Strength			Remarks	Sanctioned	Filled	Vacant								
S.No.	Designation				BS	Staff Strength			Remarks										
		Sanctioned	Filled	Vacant															
6	Wing/Unit/Section Wise etc. deployment of officers/officials: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>S.No.</th> <th>Wing</th> <th>Officers Designation</th> <th>Support Staff Designation</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	S.No.	Wing	Officers Designation	Support Staff Designation														
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7	Workload of the Sections/Units of last six month where the additional posts are required, as per format annexed.																		
8	Flow Chart of the job performed in respect of the proposed posts																		
9	Job Descriptions of existing BS-17 and above officers.																		
10	Job-description of the Posts proposed for creation.																		
11	Existing Recruitment Rules of the organization.																		
12	Proposed Job-specification (i.e. Educational qualification and Experience) of the posts proposed for creation.																		
13	Post-wise justifications for additional posts (clearly indicating new functions/special assignment assigned, increase in workload, change in work nature requiring additional manpower.)																		
14	Approval of Principal Accounting Officer for creation of additional posts																		



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15	Details of any new Posts created during the last 03 Years, inclusive of: a. Absorption in the organization due to Devolution b. Transferred from Development side to Non-Development, if any.				
16	Proposed Organogram of Ministry/Department/Organization where the posts are proposed for creation (if the request is for creation of BS-17 & above posts)				
Name and Designation of Focal Person with contact number		SIGNATURE		DATE	

N.B: *The above referred data/information may be duly verified by the concerned desk officer/ focal person nominated for the purpose.*

****NA (Not applicable)***