SECURITY SECTION
REQUIREMENT FOR SECURITY GUARD

1. Place:__________________________________________

2. Period fm:   D D M M Y Y Y  To  D D M M Y Y Y

3. Time from:___________ am/pm   To______________ am/pm

4. Purpose:_________________________________________

5. Indenter Name: __________________________________
   PF No /Roll No_________________________
   Department/Hall: ________________________
   Signature: ______________________________

6. Payment to be made from (Please tick anyone):

<table>
<thead>
<tr>
<th>Please Tick</th>
<th>Departmental Promotional Account (DPA)</th>
<th>Hall Development Fund (HDF)</th>
<th>Dean’s Capital Fund (DCF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Number</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Signature: __________
Date__________
HOD/WARDEN/DOSA

IMPORTANT:
1. Requirement for security guards or deployment of extra guards should be sent to the SO/ASO on duty in the prescribed form at least one day in advance.
2. In emergency, telephonic request may be entertained. However, the filled-in form will have to be submitted within 3 working days to the security section.
3. Payment (at current rates) for one security guard @ Rs. 795 + 18% GST.

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