



Dr YS PARMAR UNIVERSITY OF HORTICULTURE AND FORESTRY
NAUNI 173 230 SOLAN (HP) INDIA
DIRECTORATE OF RESEARCH

No.UHF/DR/Rectt/IV-27/2015/- 4780-4820

Dated: 26.09.2026

To

1. All the Statutory Officers, Dr. Y.S. Parmar University of Horticulture and Forestry, Nauni (Solan).
2. The Dean, College of Horticulture and Forestry, Neri, District Hamirpur (H.P.).
3. The Dean, College of Horticulture and Forestry, Thunag at Gohar (Gudhari), District Mandi (H.P.).
4. All the Heads of Departments/Offices, Dr. Y.S. Parmar University of Horticulture and Forestry, Nauni (Solan).
5. All the Associate Directors (R&E)/In-charge(s) of Outstations, including Krishi Vigyan Kendras (KVKs).

Subject: Revised requisition proforma for filling up the position(s) of project staff under various externally funded projects-thereof.

Sir/Madam,

It has been observed that requisitions for filling up various positions of project staff under externally funded projects are being received by this office in different formats, often incomplete or not in accordance with the instructions issued by this office time to time, resulting in avoidable correspondence and delay.

Therefore, in order to ensure uniformity in the submission of proposals and to streamline the process of filling up various positions under externally funded projects, the undersigned is pleased to prescribe the revised Requisition Proforma, as enclosed at Annexure-I. Henceforth, all requisitions for filling up project positions shall be submitted strictly in the prescribed proforma, duly completed in all respects and accompanied by the requisite supporting documents.

The Principal Investigator(s)/Head(s) of the concerned Department/ Office/ Outstation shall ensure that the requirement for filling up a position under the respective project is in conformity with the approved project provisions and guidelines/instructions of the funding agency. Further, the particulars furnished in the requisition shall be duly verified with the relevant project records and supported by adequate justification for engagement against the position.

These instructions may be brought to the notice of all concerned for information and strict compliance.


26.09.26
Director of Research
Dated: 26.09.2026

Endst.No.Even./- 4780-4820

Copy of the above is forwarded to the following for information and necessary action:

1. The Joint Controller (Audit), RAS, Dr. YS Parmar, UH&F, Nauni (Solan).
2. The Assistant Registrar, office of the undersigned.
3. The In-charge, CIC, UHF, Nauni (Solan) with the request to upload the same on the University website.
4. Guard File.


26.09.26
Director of Research

**DR. YASHWANT SINGH PARMAR UNIVERSITY OF HORTICULTURE AND FORESTRY, NAUNI
(SOLAN) (HP)-173230**

NAME OF OFFICE/DEPARTMENT/ RESEARCH STATION/KVK.....

REQUISITION PROFORMA FOR FILLING UP VACANT/TERMPORARY POSITION(S) UNDER VARIOUS EXTERNALLY FUNDED PROJECT(S):

- 1 Name of the Department :
- 2 Name of the Project with Code :
- 3 Project Duration :
- 4 Designation of the temporary position as approved by funding agency :
- 5 Emoluments of the said position as approved by funding agency :
- 6 Notification No. and date vide which position stands created :
- 7 Sanctioned Strength in the category as approved by funding agency :
- 8 Number of temporary position(s) lying vacant, along with the date(s) from which the vacancy/vacancies have occurred. :
- 9 Staff in temporary position in the category :
- 10 The period for which the temporary vacancy exists may be specified **(Relevant supporting document to be enclosed)** :
- 11 Period for which the position is to be filled :
- 12 Project Implementation Letter Issued by the Competent Authority and How the financial liability arising from filling up the temporary position is proposed to be met, clearly indicating the sanctioned budgetary allotment and availability of physical sufficient funds under the relevant Head of Account **(Relevant supporting documents to be enclosed)** :
- 13 Number and Date of the Sanction Letter of the Competent Authority for filling up the temporary position(s) **(Relevant supporting document to be enclosed)** :
- 14 Justification for filling up the temporary position(s) :
- 15 Qualification:
 - a) Essential Qualification (as approved by the Funding Agency) :
 - b) Desirable Qualification, if any :
- 16 Whether anything specific is required to be incorporated in the advertisement, in accordance with the applicable rules, for filling up the temporary position as desired by the University? :
- 17 Job required :

Note:

Certified that the particulars furnished above are correct and in accordance with the project proposal/guidelines approved/issued by the Funding Agency and the university from time to time.

(Signature)

Principal Investigator

Name: _____

Designation: _____

Project Code No.: _____

Date: _____

Certified that the particulars furnished above have been duly verified and found correct. Hence, the requisition is recommended and forwarded for further necessary action.

(Signature)

**Head of the Concerned Department/Office/
Research Station/KVK**

