

**Attachments for Procedure CA/02**

**SAMPLE FORMAT: SF/CA 02/ 01 – IDENTIFICATION OF KEY STAFF REQUIREMENTS**

**Contract Name** :

**Contract No** :

S/No.	Designation	No. Required		No. Available In-house	Potential In-house Candidates Identified		No. to be Recruit-ed	Remarks
					Name	Project		
1.	Project Managers							
2.	Chief Engineers							
3.	Senior Engineers							
4.	Engineers							
5.	Quantity Surveyors							
6.	Engineering Assistants							
7.	Technical Officers							

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Project Director/Project Manager

**SL/CA 02/ 01 – LETTER TO HOD REQUESTING RELEASE OF IN-HOUSE STAFF**

**Subject: Request to Release Staff for Project Works**

I have assessed that qualified and competent persons for following positions are required for this project as mobilization of certain contracts under this project are expected within next few months:

S/No.	Position	No. Required	Remarks

Upon my inquiry, I have identified that following in-house candidates are available to be engaged, as their current projects are nearing completion.

<b>S/No.</b>	<b>Name</b>	<b>Position</b>	<b>Current Project</b>	<b>Date on which services are required</b>

I appreciate if you could make arrangements to release above persons for this project.

Also I appreciate if you could make arrangements to recruit suitable persons for following positions in this project on contract basis, in accordance with Management Services Circular No. 33 of 2007 and its subsequent amendments, as suitable persons to fill such positions are not available within in-house staff.

<b>S/No.</b>	<b>Position</b>	<b>No. Required</b>	<b>Date on which services are required</b>	<b>Remarks</b>

Thanking you.

Yours faithfully,

Project Director

cc: 1. \_\_\_\_\_ ,

2.

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