



# National Textile University, Faisalabad.

## Workforce Required From Horticulture and Sanitation

Name of Department: \_\_\_\_\_ Date: \_\_\_\_\_

In-charge horticulture and sanitation is requested to provide the additional workforce because the available departmental workforce (No. of persons: \_\_\_\_\_) is not sufficient to perform the submitted work/job/task.

Workforce required at the location: \_\_\_\_\_ dated: \_\_\_\_\_  
from \_\_\_\_\_ (am/pm) to \_\_\_\_\_ (am/pm)

Sr. #	Nature of Work/Job	Work force required (No. of persons)	Estimated Time (in minutes)

Prepared by (Name & Designation): \_\_\_\_\_ Signature: \_\_\_\_\_

Head of Department

In-charge, Horticulture & Sanitation

With reference to the notification # NTU/H&S/01/2016-4906 dated March 10, 2016, this proforma is acceptable at least one day before the workforce required.