



ASHUGANJ POWER STATION COMPANY LIMITED

(An Enterprise of Bangladesh Power Development Board)

Ashuganj, Brahmanbaria-3402, Bangladesh

Phone: +88-08528-74044, Fax: +88-08528-74014,

E-mail: apscl@apscl.com, apsclbd@yahoo.com, Website: www.apscl.com

Doc.No. SF-HRM-01
Revision No- 00
Effective Date: 14/03/2015

Manpower Requisition Form

Name of the Post	
Number of Required Post	
Number of Post in the Setup	
Date of Vacancy	
Basic Salary Of the Post	
Division	
Required Educational Qualificaiton for the post	
Office (Please Tick)	Corporate/Mechanical/Electrical/Operation/Project/Finance
Cause of Vacancy (Please Tick)	Promotion/ Retirement/ Resignation/ Dismissal/ Termination/ Removal/ Others
<u>Duties & Responsibilities for required post:</u>	
1.	
2.	
3.	
4.	
5.	
6.	
7.	

.....
Initiated by
Executive Engineer/Manager

.....
Checked by
Manager (HRM)

.....
Forwarded by
SE/PD/DGM

.....
Approved by
Managing Director