

C.C.R.A.S.

REQUISITION SLIP FOR VEHICLE

1. Name of requisitioner : _____
2. Designation : _____
3. Date and Time of indent : _____
4. Vehicle required at (Place) : _____
5. Type of Vehicle : _____
6. Places to be visited : _____
7. Purpose of visit : _____
8. Number of persons to go : _____
9. Requirement of vehicle
(a) Date _____ (b) Time _____ (c) Duration _____

Dated: _____ (Signature of requisitioner)

Note: It would be appreciated if one day advance indent is sent to Admin Section for detailing of vehicles, except urgent requirement.

-----X-----O-----X-----

Staff car is available/ not available. We may hire DLY from outside Private agency.

DD(A)/ Ad. O(A) may kindly see for approval.

Dated: _____ Admin. Section

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