

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 Admn 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: _____ Admn. Section

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