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Form for Requisition of Vehicle

Name of Officer :

Designation :

Other Officers who are going together :

Place :

Approx, distance on both sides :

Purpose :

Date & time when vehicle is required : Date:.....Time:.....

Expected time & date of return of vehicle :

Signature of the officer making the requisition :

If the vehicle is needed for a tour outside the headquarters, then take permission from the Director.

Vehicle Number:

Signature
In-charge Vehicle

Shri(Driver Name)

Please contract to Sh./Dr.....

Contact No.

Approved/Not approved

In-charge Head
NRCM, Darbhanga