



STAFF CAR REQUISITION
For In-station/In-campus Travel

A staff car is required by Sri/Smt
At (place)on (Date).....
From (time).....to for going to (place)
.....and
coming back for the purpose of.....

The journey will be Official/Private.

Signature.....

Designation.....

Date.....

(To be detached and sent to the requisitioning officer)

Sri/Smt.....

(a) Staff Car No.is allowed from.....
to..... (date & time)

(b) (i) Regret, no car is available at the specified time for visiting places
..... on (date).....

(ii) A car may be available at(time).

Please confirm if this time suits you.

Controlling Officer
Date:

(To be detached and given to the Driver)

Please report for duty to Sri/Smt

At (time).....on (date).....

At (place).....

SriDriver, Car No.

Controlling Officer
Date: