

FORMAT CAR REQUISITION SLIP

(To be submitted to Admin Department latest by 5.20pm for the next day requisition)

1. Name of Requisitioner :

2. Date of Requirement :

3. Time of Requirement : From - To-

4. Purpose : *Please tick the nearest appropriate task:*

- Going to SDF / STP / Webel location
- Attend Seminar / Conference
- Client meeting
- Going to the IT Dept
- Going to Writers Building
- Going to Secretariat/ Govt. Dept.
- Market to purchase office item
- Tender / Business / Legal discussion
- Pick up/ Drop on office work before/after office hours

5. Signature of Requisitioner & Date :

6. Signature of Departmental Head :

(Should be signed by GM/ ED/ GM(P&A – in case of absence of other Heads)

7. Place from :

To Destination :

(Kindly ensure proper mention of destination to help us pool travel to same / on way locations)

Section for official use only : (tick appropriate)

- Car could not be deployed due to non-availability
- Car Deployed –
 - Car Registration No.:
 - Driver Name :