

NATIONAL INSTITUTE OF PLANT GENOME RESEARCH
New Delhi

Requisition for the Staff Car/Vehicle

Date:

1. Name of Officer/Official :
2. Designation :
3. Contact Telephone Numbers : (O).....
of the Officer/Official (R).....
(M)
4. Date and Time (from & upto) :
5. Pick up Point :
6. Place of Visit :
7. Purpose for which required :

(Signature of the Officer/Official)

1. Staff Car is available. We may provide the same for the said purpose.
2. Due to non availability of Staff Car, we may hire/allow hiring a DLY Taxi etc. for the above mentioned purpose, approval for which may kindly be accorded.

ASO

Approved

Administrative Officer