



**NATIONAL UNIVERSITY OF EDUCATIONAL PLANNING AND
ADMINISTRATION**

17-b, Sri Aurobindo Marg, New Delhi – 110 016

STAFF CAR REQUISITION

Name and Designation:

Name of Department/Project.....

Place of Visit From

To

Date and Time Date

From.....To

(Fight Number/ Train Name.....
(For receiving at Airport/Railway Station :

Purpose of Visit a) Attending Meeting/Seminar/Conference
.....

b) For Discussion with
(Name of Officer with whom discussion is to be held

c) For other urgent purpose (Specify the purpose)
.....

Date

Signature of the Officer

In-charge/(Staff Car)

Duty allotted and Confirmation Slip issued to:

Shri Sunder Lal
Shri Anubhav

Shri Joginder Singh Shri Balbeer Singh Shri M.P. Singh
Shri Rajesh Kumar

Regret non-availability.....