**NATIONAL UNIVERSITY OF EDUCATIONAL PLANNING AND ADMINISTRATION**

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

**STAFF CAR REQUISTION**

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 DL 1CS 9825 Shri Joginder Singh DL 3C AJ 9571

Shri Balbeer Singh DL 2 CP 2649 Shri M.P. Singh DL 1CM 7334

Shri Anubhav DL 12C 5997 Shri Rajesh Kumar DL 3CBV 2253

Regret non-availability………………………………………………………….…