

**Institute of Home Economics
(University of Delhi)
F-4, Hauz Khas Enclave, New Delhi - 110016**

REQUISITION FORM FOR USE OF OFFICE CAR FOR OFFICIAL PURPOSE

- (i) Name of the Indenting Officer * : _____
- (ii) Designation : _____
- (iii) Department : _____
- (iv) Expected Date and time of requirement of car : _____
- (v) Place of Visit : _____
- (vi) Purpose-Details of Visit # : _____
- (vii) Reporting Venue : _____
- (viii) Expected time of release of car : _____
- (ix) Contact No. of Officer : _____

*Please indicate the name of officers, if journey is performed by more than one official

Please indicate the specific purpose for journey. The word "Official" should be avoided

Date : _____

Signature _____
of the Indenting Officer

=====

For Office Use

* Approved /Not Approved.

The Vehicle / Car has been allocated for the above request.

Signature _____
of the Approving Authority
Date _____

Note : * please strike out or put tick mark, as may be applicable.