

RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY

REQUISITION FOR TRANSPORT

1. Name..... 2. Designation.....

3. Department..... 4. Date, Time and Place of Vehicle required.....

.....

5. Journey From to and back.

6. Purpose (Official /Personal) if official mention reason in brief

.....

Signature_____

OF HoD/Branch Head/Section Head

Date.....

REMARKS BY OFFICER IN CHARGE TRANSPORT MANAGEMENT

APPROVED /NOT APPROVED

SIGNATURE OF APPROVING AUTHORITY
