



VIDYASAGAR UNIVERSITY
Midnapore: 721102 : Paschim Medinipur
West Bengal: India

SLIP FOR REQUISITION OF VEHICLE

1. Name of the Faculty Member/Officer/Staff :
2. Department/Section :
3. Purpose :
4. Date of Requisition :
5. Date of Journey :
6. Duration (for long distance) :
7. Place to be travelled : From V.U. Campus to

Signature with Designation

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(For office use)

1. Vehicle No :
2. Driver put on duty :

Approved by

Hon'ble Vice-Chancellor