



**NORTH EASTERN REGIONAL INSTITUTE
OF
WATER AND LAND MANAGEMENT
DOLABARI, P.O. KALIABHOMORA
TEZPUR - 784 027**

REQUISITION SLIP FOR USE OFFICE VEHICLE

1. Name and Designation of the Officer :
2. Date & Time :
3. Types of Vehicle :
4. Place at which required :
5. Duration : From.....To.....
6. Place of Visit :
7. Purpose of Journey (Specify) :
8. Approximate Distance :
9. General / Project / Training / Workshop :
10. Signature of the Requisitioning Officer :

Vehicle available/ not available/available between.....to.....

Director

O/C Vehicle

Note: Permission of the Director required for taking the vehicle out of Tezpur.