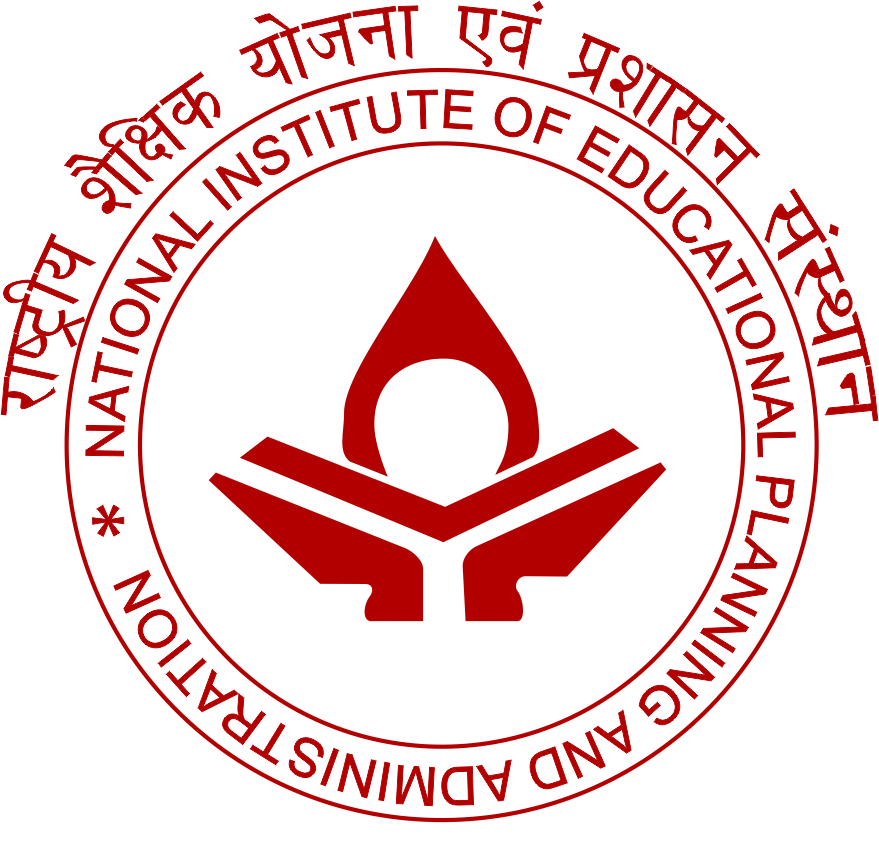
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**NATIONAL INSTITUTE OF EDUCATIONAL PLANNING AND ADMINISTRATION**

**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)

………………………………………………………………………………………

Type of Journey: Official/Private/To be debited to the Project

Name of the Project: ………………………………………………………………

Date ……………… Signature of the Officer

***In-charge / (Staff Car)***

*Duty allotted and Confirmation Slip issued to:*

Shri Joginder Singh Shri Balbeer Singh Shri M.P. Singh Shri Anubhav

Shri Rajesh Kumar

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