



**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. Signature of 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.**