



**NATIONAL INSTITUTE OF EDUCATIONAL PLANNING AND ADMINISTRATION**  
**17-b, Sri Aurobindo Marg, New Delhi - 110 016**

**STAFF CAR REQUISITION**

Name and Designation: .....

Name of Department/Project: .....

Place of Visit From .....

To .....

Date and Time Date .....

From .....To .....

(Flight 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.....