



UNIVERSITY OF CALCUTTA
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Dr. Santanu Paul
Deputy Registrar
Ref. No.:

Date: 19/2/2018

Dear Colleagues,

Please fill in the “Car Requisition Form” of University of Calcutta for 2018-19 which is to be implemented w.e.f. 1st April, 2018 and submit the same to the undersigned latest by **28th February, 2018** as hard copy.

If no response is received in reference to this letter within the above mentioned stipulated time period then it will assumed that no car is required for the person concerned.

With Regards.

Deputy Registrar
University of Calcutta

Car Requisition Form (2018-19)

UNIVERSITY of CALCUTTA

Name:				
Designation:				
Phone No.:				
Department/Section:				
TS/NS Code:				
Residential Address:				
Official Address:				
Type of Car used:	Single Car / Pool Car			
Last three months bill amount:	Rs.	Rs.	Rs.	Total: Rs.
Travel agency supplying the car:				
Mention the BI head for meeting the travel expenditure:				

Date:

Signature