ANNA UNIVERSITY

CENTRE FOR BIOTECHNOLOGY

Requisition letter for use of Departmental vehicle / Hired Vehicle

Name & Designation of officer Requesting the vehicle	:	
Pick up /Drop off point	:	
Incase of Hired vehicle,Project Heads	:	
Date :		Time :
Name of the Driver & Vehicle		Signature of the officer Requesting the vehicle
		Signature of the HOD
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