



INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY, AMARKANTAK (M.P.)
(A Central University established by an Act of Parliament)

REQUISITION FOR DISPATCH BY POST

Date: _____

For Dispatching any article or document by: Speed Post/ Registered Post with AD/ Ordinary Post

To: _____

1. Head of Account / Source of Funds:- (a) University () (b) Project ()

2. In case of project kindly specify the Project Name _____.

This is to certify that the request is for official purpose.

3. In case of more than a few document, a separate list in the following format may be enclosed/ attached with this requisition.

Sr No	Name of the Consignee	Destination to be sent	Account Head

Indenter's Signature _____

Name _____

Designation _____

(For Dispatch Office only)

Tracking No. _____ Date: _____

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Receipt to be given to Indenter

Name of Indenter _____ Speed Post/ Dak No _____

Info. Tracking No. _____

Dealing Assistant/Dispatcher

Note : 1. For sending any article / document by Speed Post, a specific requisition duly authenticated by the concerned HoD should be sent