



सिक्किम विश्वविद्यालय
(भारतके संसदके अधिनियमद्वारा स्थापित केंद्रीय विश्वविद्यालय)

SIKKIM UNIVERSITY

(A Central University established by an Act of Parliament of India)

Requisition No

Date

TRAVEL REQUISITION FORM

To
The Officer-in Charge
Administration Unit
Sikkim University

As required, I am to visit outstation and I request you for the travel arrangements as details are provided below:

Sl no	Name (IN CAPITAL LETTER)	Deptt	Sex	Age	Date of Journey	FROM	TO	Flight/Train Dates

Purpose of Visit: _____
(A copy of approval of the Vice-Chancellor to be enclosed)

Mode of Journey (please tick)	<input type="checkbox"/> Train	<input type="checkbox"/> Air
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Applicant's Signature: _____

Name: _____

Designation: _____

Department: _____

Emali id: _____

Mobile No: _____

Note: *This requisition has to be submitted at least one week on advance.
Cancellation charges for the tickets requested/ booked without proper plan will be borne by concerned employee.*