



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

REQUISITION FOR DISPATCH BY POST

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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

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Designation_____

(For Dispatch Office only)

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Dealing Assistant

Receipt to be given to Indenter

Name of Indenter_____Speed Post/ Dak No

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