

**Ministry of Micro, Small and Medium Enterprises
Office of the Development Commissioner (MSME)**

(G. A. Section)

Requisition slip for Staff Car

1. Name :
2. Designation :
3. Purpose of visit :
4. Date & Time when required :
5. Duration (Time) : From : _____ To : _____
6. Total Mileage : _____ Kms.
(To be shown at the end of the journey)

Signature with date

SO(GA)