

MINISTRY OF FOREIGN AFFAIRS AND EXTERNAL TRADE
REQUISITION FORM FOR OFFICE STATIONERY

Name of Office:

Date:

Requisition				Details of Issue	
Sl. No	Name and Description/Specification of Item	Quantity	Purpose	Quantity Issued	Remarks

Requisitioned by:

Approved by:

Issued by:

Signature
Name & Designation

Signature
Head of Department

Signature
Name & Designation