

INDIAN INSTITUTE OF TOURISM AND TRAVEL MANAGEMENT

Requisition for Stationery

Stationery Indent of _____ Section for the month of _____

Office of _____ Nos. of Persons working _____

1. No separate INDENT should be sent for A.D. etc. and their names be included in the sections in which they are working.
2. Indent should be signed by Section Incharge. Only article should be written in one column.

Sr. No.	Name of the item	Detail of previous receipt	Quantity required now	Rks.

Signature _____

Name in Capital _____

Designation _____

To

A.O.