

MATA SUNDRI COLLEGE FOR WOMEN
(UNIVERSITY OF DELHI)
MATA SUNDRI LANE, NEW DELHI-110002

No.....

Dated.....

Requisition slip for making of Photostat copies
of official documents

1. Name and designation of the requisitioner :
2. Department :
3. Brief description of the paper/document to be got photostat :
:
:
4. Total No. of copies required :

Signature of Departmental
Incharge

Signature of the
requisitionist

Allowed

S.O. (Admn.)/S.O. (Accounts)

Administrative Officer

RULES

1. Librarian and Sr. P.A. to Principal will be authorised to sign the requisition slip for upto 50 photo copies of the papers concerning their departments.
2. All others, including B.El.Ed. Department, Students and Teachers will have to get sanction of either Admn. Officer / Vice-Principal / Principal on the requisition slip.