



Leading University, Sylhet
Ragib Nagar, Kamal Bazar, Sylhet-3112
Phone:+880-821-720303-4. Fax: 880-821-720307

ROF-13

Date:

To
The Registrar
Leading University,
Ragibnagar, Sylhet

Subject: Requisition for using Car/Vehicle.

Dear Sir,

I would like to use a Vehicle/Car of Leading University, Sylhet for the following purpose:

- a. Purpose :
- b. Passengers:
- c. Time Schedule: From: To:
- d. Route:
- e. Cell No:
- f. Date:

Requisition by:

Dept./Office Head

Office Use

1. **Approved / Not Approved:**
2. **Any Other Comment:**
3. **Driver:**

Signature
Date: