

RABINDRA MAHAVIDYALAYA

REQUISITION FOR DISPOSAL BY DEPARTMENT/ SUBCOMMITTEE/OFFICE

Name of the Department/ Sub-committee/Office.....

Sl. No.	Item	Quantity

.....
**Head of the Department/
Conv. of Sub-committee/Office Super**

Principal's Note:.....

.....

Principal's Signature

Note from Bursar with Signature (If required):

.....

Note from any other Subcommittee with signature of Convener (If required):

.....

Documents for the use of:

1. Purchase File
2. Office/Principal's Copy
3. Departmental Copy