



GOVERNMENT OF ASSAM

OFFICE OF THE PRINCIPAL ::: JORHAT ENGINEERING COLLEGE

JORHAT : 785007, ASSAM

www.jecassam.ac.in

Ph : 0376-2330134

Approval letter: JEC-TEQIP/ ...../ .....

Date :

**REQUISITION FORM FOR SERVICE**

Name of the requisitor:

Department/ Centre:

Date:

Purpose:

SI No.	Item	Quantity	Description

Signature

Forwarded by HOD

Received on \_\_\_\_\_ at JEC-TEQIP office.

Forwarded to Principal for approval.

**Signature (Coordinator, JEC-TEQIP)**

**Date:**

Approved

Not Approved

Approval No.: JEC-TEQIP/ ...../ .....

Principal, Jorhat Engineering College

Date:

Received all of the above mentioned items in good condition

Signature of the receiving officer