

Xerox

Requisition for reprographic services :

1. Name :.....
2. Service required :.....
(Official / Personal) (@50p/Exp. for trainees/outsideers /personal use)
3. Particulars of papers to be :.....
Xeroxed from books / training material / journal
In case of papers indicate No.of Pages
4. No. of copies required :.....
5. Back to back / separate sheets :.....
6. Work entrusted on :.....
7. Work to be completed by (date) :.....
8. Charges (if any) : Rs.

Signature of Librarian

Signature of the Indentor