



ROYAL INSTITUTE OF MANAGEMENT

Publication and Business Unit BINDING REQUISITION FORM

To be filled in by Applicant : *Requisition*

Sl. No	Document/Article Name	# of pages(s)	Qty(s)	Binding Type

Purpose : _____
 Submitted on : Date : ___/___/_____
 Required on : Date : ___/___/_____
 Submitted by : _____

Signature

To be filled in by Center/ Division Head, Units Co-ordinator

Name of Center/Units/Division : _____

Recommended Not Recommended

Date : ___/___/_____

Signature of Head / Co-ordinator

Decision of the Co-ordinator Communication Unit :

The above binding of materials may be approved/rejected as per the purpose.

Approved Not Approved

Date : ___/___/_____

Chief Co-ordinator Communication Unit

To be filled in by Officer Incharge :

Binding Materials used :

Sl. No	Particulars	Qty(s)	Remark

Date : ___/___/_____

Received by : Name _____ Signature _____

Signature

This form must be duly filled and signed before reaching the service provider