



GARDEN COMMITTEE UNIVERSITY OF DELHI

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<http://www.universitygardens.du.ac.in>

Requisition Form

Dated : -

To
Secretary, Garden Committee
University of Delhi, Delhi – 110007

1. Name of the requestor : -
2. Department :-
3. If Requisition is Official /
Personal (Residence) :-
4. Nature of work :-
-
(48 hours prior notice required to fulfil decoration/flower arrangement requests)
5. Area of work :-
6. Date & Time when available :-
7. Contact no. :-

Signature of the Applicant (with seal, if applicable)

For Garden office use

Work assigned to :- Dated :-

Work Status

- ☐ Site visit by Mali/Skilled Mali
- ☐ Site visit by Supervisor/Horticulturist

Action(s) performed

- ☐ Decoration with potted plants
- ☐ Minor pruning
- ☐ Medium/Heavy Pruning With Permission
- ☐ Mowing of lawns etc
- ☐ Cutting hedges
- ☐ Plantation activity

Status of work :- Remarks (if any): -

Work Completion status

Signature of the requestor

Signature of Mali

Signature of Office

**** A line of acknowledgement would be appreciated**