

**ALLAMA IQBAL OPEN UNIVERSITY**  
 Registrar's Department  
 (Training & Development Section)  
**Requisition for Sending Mail through**  
**DISPATCH RIDER**

Req. No. \_\_\_\_\_

Dated: \_\_\_\_\_

1. Name & Designation of Requisitioning Official:

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2. Department:

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3. Name & Address to whom being sent:

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4. Description of Document:

Official	
Personal (Please Specify)	

5. Nature of Document:  
(Please Tick)

Most Urgent	
Same Day Delivery	
Normal	

6. Target date/time of Delivery:

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Signature of the Requisitioning Officer/Official

Date: \_\_\_\_\_

Signature & Stamp of Head of Department

Date: \_\_\_\_\_

Signature of DR Section

To be used by Dispatch Rider

Requisition Received on Date/Time: \_\_\_\_\_

Mail Delivered on Date/Time: \_\_\_\_\_

Name & Signature of Recipient: \_\_\_\_\_ Signature of DR: \_\_\_\_\_