



Transport Section

Requisition for Vehicle

Name & Designation of Employee for whom vehicle is required	:	
Department	:	
Purpose	:	
Period	:	
Place to be visited	:	
Reporting Date and Time	:	
Local/Outstation	:	

Date:

Signature of the Employee

Forwarded/Recommended by HoD/HoC/HoS

Jr. Assistant(Transport)

Assistant Registrar

Registrar

Approved by:

Director

Note: For the requirement of a vehicle, the requisition must reach the transport section at least seven days in advance, along with the approval of the tour program and list of students/Staff & Faculty members.