***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

 Registrar’s/ Transport

Assistant Registrar (Transport)

**Registrar**

Approved by:

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.