



VEHICLE REQUISITION FORM

All fields are mandatory. Incomplete forms will not be processed.

Start Reading: _____

End Reading: _____

Section A - Applicant Information

Name of Applicant	
Designation	
Department/Section	
Contact No.	
Email Address	
Signature of the applicant	

Section B - Requisition Details

Type of Request	(<input type="checkbox"/> Temporary <input type="checkbox"/> Permanent)
Purpose of Requisition	
Date of Travel	
Time of Departure	
Expected Time of Return	
Destination(s)	
Number of Passengers	
Vehicle Preferred (if any)	

Section C - Requisition Details

Designation	Remarks	Signature
Head of Department (if applicable)		
Dean (if applicable)		
Transport Officer		
Deputy Registrar (if applicable)		
Registrar		
Pro Vice Chancellor		
Vice Chancellor (Final Approval)		

Section C - Terms & Conditions

1. The vehicle will be provided in good working condition and must be returned in the same condition.
2. Any damage, loss, or misuse of the vehicle during the use period will be the responsibility of the requisitioning officer.
3. The vehicle is to be used only for official purposes as mentioned in this form.
4. In case of accident or mechanical failure, the Transport Section must be informed immediately.
5. Fuel, tolls, and maintenance (for temporary assignments) may be the responsibility of the requesting department unless otherwise approved.
6. This form must be approved by the competent authority prior to vehicle issuance.
7. Misuse or violation of these conditions may lead to disciplinary action.