

Shaheed Bhagat Singh State University, Ferozepur, Punjab

(TRANSPORT OFFICE)

VEHICLE REQUISITION FORM

1. Name & Designation of requisitioner: _____
2. Kind of tour (Official/Private) : _____
3. Vehicle Required : _____
4. Date/Time of Journey : _____
5. Purpose for which vehicle is required: _____
Detail (if any) _____

6. Name, Designation and No. of Persons accompany (If any):

7. Approx. distance to be covered (to & fro): _____ Km.
8. Date and Time of Return Journey/ Total No. of Days: _____
9. For Private Use only: Advance money deposited to account section (if any): _Rs. _____
Receipt No. Date
10. Remarks of Transport Section: _____

Requisitionist

H.O.D of Concerned Deptt./Section

Submitted for approval Pl.

Registrar

Driver Assigned: _____

Transport Officer