

**Transport Office**  
**Vehicle Requisition Form**

Date:

|     |                            |                                                                              |
|-----|----------------------------|------------------------------------------------------------------------------|
| 1.  | Name of the employee       |                                                                              |
| 2.  | Designation                |                                                                              |
| 3.  | PF No.                     |                                                                              |
| 4.  | Department                 |                                                                              |
| 5.  | Mobile No.                 |                                                                              |
| 6.  | E-mail:                    |                                                                              |
| 7.  | Purpose                    |                                                                              |
| 8.  | Email/Letter No.           |                                                                              |
| 9.  | Budget Head (Please Tick)  | Institute/ CPDA / Sponsored Project / Other (Please specify)_____            |
| 10. | Type of Vehicle Required   |                                                                              |
| 11. | Place (Pickup and Drop)    | From: _____ To: _____                                                        |
| 12. | Date (DD/MM/YYYY) and Time | Pickup date: _____ Drop date: _____<br>Pickup time: _____ Return Time: _____ |

|                           |                       |                           |           |
|---------------------------|-----------------------|---------------------------|-----------|
|                           |                       |                           |           |
| Signature of the employee | HoD/Section-In-Charge | Assistant Registrar (F&A) | Registrar |

| For Office Use  |      |         |                      |
|-----------------|------|---------|----------------------|
| Requisition No. | Date | Remarks | Transport Office I/C |
|                 |      |         |                      |