Dr. Rajendra Prasad Central Agricultural University

PUSA (SAMASTIPUR) 848125

**VEHICLE REQUISITION FORM**

|  |  |
| --- | --- |
| Name of requisitioner :  & Designation | Mobile No. |
| **Names of Accompanied Persons** | **Designation** |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| Place to be visited | :Patna |  |
| Expected distance to be covered | : | km |
| Date of Journey | : | Time of Departure: |
| Date of return journey | : | Time of Arrival: |
| Type of vehicle requested | : |  |
| Fuel cost to be met from which head/ scheme | : |  |
| Purpose of journey |  |  |
| Fuel cost to be met from which head/ scheme |  |  |
| Signature of Requisitioner |  | Signature of Recommending Authority |

**FOR OFFICE USE ONLY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. & Date of Requisition | Date of Allotment | Vehicle No. | Type of Vehicle Allotted | Driver’s Name |
|  |  |  |  |  |
|  | |  |  | |

Workshop Superintendent Controlling Officer

No. \_\_\_\_\_\_\_/CW Dated the \_\_\_\_\_/\_\_\_\_/\_\_\_\_\_

Vehicle indent form is hereby returned in original because Central Workshop is not in a position to provide a vehicle.

Controlling Officer