

VEHICLE REQUISITION FORM

(to be submitted to Transport Department)

1. Details of the person requisitioning the Vehicle (Car / Bus):

Name: _____ Designation: _____
Institute/Department _____ Contact Person (M) No. _____

2. Purpose of the Vehicle requirement: _____

3. Date, Time, Duration, Destination and Distance for which the vehicle is required: (please attach the schedule, if any)

Date(s)/ Day(s)	From		Place:	From	
	To			To	
	Time			Approx. Distance	

Type of Vehicle	CAR ☐ BUS ☐	No. of Person to be travelled	
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Date & Time of submission of requisition:			Recommended: YES ☐ / NO ☐ Charges to be paid for BUS @ Rs. 25/- per k.m. and for CAR @ Rs. 15/- per k.m. and amount to be paid @ respective Institute and receipt may be submitted to Transport Dept. Sign. of the HOI/Dean: _____
Date:			
Time:		Sign. of the Person Raising the Requisition	

For OFFICE USE ONLY

Remarks of the Transport Department (regarding availability of vehicle)

Available ☐ / Not Available. ☐ If available please provide

Name of Driver with details of Contact No. _____

Vehicle No.: _____ Contact No.: _____

Signature of Transport Dept.

Remarks of the A.O. / O.S.

Sanction may be granted for the movement of the vehicle for travelling (Name of the places) from _____ to _____ on (Date)

_____ (Time) _____ a.m./p.m. for estimated duration

[hour(s)/day(s)] _____ hr.(s)/day(s).

Signature of Admin Section, SPU

Request Granted: YES ☐ / NO ☐

Registrar, SPU

- On the advice of competent authorities, a central vehicle requisition form and guidelines have been prepared.
- All the Institute are requested to follow the guidelines for request of vehicle form SPU.

Guideline for vehicle requisition

- Vehicle requisition form has to be filled in only by the responsible faculty in advance (3 to 4 days) and submitted in the Transport Department, SPU. The said person will be fully responsible for the damage as well as for the payment to be disbursed for the trip to the Transport Department within 2-3 days after completion of the trip.
- If any institutes require a vehicle in an emergency situation, the service will be provided, by seeing the availability of the vehicles.
- Specifically, for Bus requisition, kindly attach the details of the persons (Students/Staff) who are supposed to travel with program schedule.
- The vehicle will not be permitted on any other places, except for which the permission has been granted.
- Following the guidelines and form submission will make the vehicle support system is a systematic manner and optimum usage.
- If University vehicle is not available, personal vehicle can be utilized as per the rate prescribed by SPU with the prior permission of the authority.

Sd/-
Registrar, SPU