

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES

Requisition for a University vehicle

1. Vehicle number/type:
2. Date on which required:
3. Time and place of start of journey:
4. Purpose of journey:
5. Places/stations to be visited:
6. Time and date of end of journey:
7. Name and designation of officers/officials
Travelling on official duty:
8. Name of the Department who will
bear the expenses on POL etc.:

**Signature of Incharge Transport Office/
HOD with designation**

The vehicle requisitioned as above by _____ will not/will be made available to him on the dates _____. Sh. _____, Driver has been directed to report for duty to the concerned officer for the above purpose.

Signature & designation
of Controlling Officer

To

CC: Sh. _____, Driver for compliance.