



Maharaja Ranjit Singh Punjab Technical University
Badal Road Bathinda

(Established by Govt. of Punjab vide Act no. 5 of 2015)

(Transport Department)

Mob.No- 9417542454

VEHICLE REQUISITION FORM

Name of Official - _____

Designation - _____

Department - _____

Type of Vehicle required- Bus/Car (Innova/Xylo/Dezire/Any other)- _____

Purpose of Visit- _____

Details of Tour _____

Date		Place		Starting time of Journey	Remarks
From-	To-	From-	To-		

Date-

(Signature of Official)

Mobile no. of Official _____

Recommended by-

(HOD/Section Incharge)

Approved By

(Vice Chancellor/Registrar/Campus Director)

Please Note:-

1. All columns must be properly filled-in and sent in hard copy to concerned section/Department failing which the requisition may not be considered.
2. The Vehicle against requisition will be confirmed subject to availability of the Vehicle.
3. The requisition for the vehicle should reach in Transport Section atleast 48 hours in advance.
4. Overloading of the Vehicle beyond seating capacity and deviation of route may not be permitted beyond the reasonable limit.
5. All the official requisitions must bear the signature of the recommending authority i.e HOD/Controlling Officer.
6. Submitting the requisition of Vehicle does not ensure the Vehicle is reaching unless the same is confirmed to the indenter by concerned section.