

Shaheed Bhagat Singh State Technical Campus, Ferozepur, Punjab.
(TRANSPORT OFFICE)

VEHICLE REQUISITION FORM

1. Name & Designation of requisitioner : _____
Kind of Tour (Official/ Private) : _____ Vehicle reqd.(Govt. / Private): _____
(Pl. See # below)
2. Date / Time of Journey : _____ / _____
3. Purpose for which vehicle required: _____
Details (if any) _____

4. Name, Designation and Number : _____
of Person accompanying (if any) _____

5. Approximate distance to be covered (to & fro) : _____ Kms
6. Date & Time of Return Journey/ Total No. of Days : _____ / _____ Day
7. Advance money deposited to A/c Section (if any) : Rs. _____
(For Private use) Receipt No: _____ Date: _____

Requisitionist

H.O.D. concerned Deptt.

Ambassador <input type="checkbox"/>	Innova <input type="checkbox"/>	Jeep <input type="checkbox"/>	XYLO <input type="checkbox"/>
Swift # <input type="checkbox"/>	Ertiga# <input type="checkbox"/>	Indica# <input type="checkbox"/>	Indigo # <input type="checkbox"/>
Trax # <input type="checkbox"/>	Tavera# <input type="checkbox"/>	Bus# <input type="checkbox"/>	Bus# <input type="checkbox"/>
# Private Vehicle		Non AC (52 Seats)	AC (52 Seats)

Remarks : _____
Driver assigned: _____

Transport Officer

Submitted for approval

Director

Noted by the Driver: _____
Actual distance covered: _____ Kms Driver signature: _____
Remarks : _____

Transport Officer

- Note:** *1. Per Km Rates: (Car/Indica/Swift/Jeep/Tavera @ Rs 8/- per km; Innova/ Ertiga/ Xylo/ Dezire @ Rs 10/- Per km; Trax @ Rs 12/- Per km; Bus @ Rs 15/-per km Plus [Rs.3500/- per day (Non-AC) and Rs.5000/- per day (AC)])
2. Night Charges (Driver/Parking/Toll) will be extra (as applicable).