

Central University of Kashmir

Transit Campus Sonwar Srinagar-190004

No. _____

Date: _____

To
Incharge
Transport Section

Requisition Form for use of University Transport

Name of Requisitioning Officer				
Designation				
Date(s) on which transport facility is required				
Number of vehicle(s) required				
Time	From		To	
Place(s) to be visited				
Purpose for which the vehicle(s) is/are required, whether official/personal.				
For official purpose/deputation etc. append the formal orders or instructions from competent authority				

Signature of the Requisitioning Official

Designation _____

For use of Transport Section

Transport Section, for providing of transport as per the availability of the vehicle/s.

Vehicle allotment details

1. Vehicle No(s).
2. Type
3. Driver's Name
4. Driver's Phone No.

Assistant (Transport Section)

Signature _____

Recommended by _____

Designation _____

**Officer Incharge
Transport section
Central university of Kashmir**

To be filled by the Driver

Completion of assignment details facility

Particulars	Start	End
Meter Reading		
Time		
Place		

Certificate from the Requisitioning Officer

I/we have availed the University transport requisitioned to my best satisfaction & the contents of table alongside are attested.

Signature of requisitioning officer

Signature of Driver